

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**GIS ANALYST - GENERALIST**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to create, maintain, and analyze data and perform the functions associated with developing, implementing, maintaining and supporting a Geographic Information Systems (GIS) and performing tasks specific to various department and agencies; including providing information and technical support regarding GIS mapping technologies. Reports to GIS Manager.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Provides quality control on data across agencies in a timely manner.

Prepares or completes various forms, reports, correspondence, project design schedules, statistical reports, presentations, spreadsheets, or other documents; such as job proposals.

Creates, maintains, and analyzes data layers.

Assists and previews software and services for other departments that are compatible for GIS System services.

Provides information and technical assistance to users regarding the GIS System and other related issues; departments and agencies with technical support and with the operation of GIS.

Aids in project planning and management.

Delegates projects to GIS Assistants and ensures the projects are implemented.

Directs and supervises work for Part-time GIS Assistants.

Runs quality control on GIS Assistants' data entry through reconcile and post reports, queries, and program checks.

Communicates with supervisor, employees, and other departments as needed to coordinate work activities, exchange information, or resolve problems.

### **ADDITIONAL FUNCTIONS**

Produces maps as needed for internal and external customers

Relieves other Information Technology (IT) personnel as needed

Maintains an awareness of new technologies, programs, equipment, trends, and advances in the field; reads professional manuals and publications to increase knowledge of GIS; reviews technical manuals, publications, and documentation; attends workshops and training sessions as appropriate

Communicates the details of all projects to the supervisor; acquires approval from supervisor for all projects that are large or require budgetary involvement.

Performs other related duties as required

## **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Geography, Information Systems, Data Processing, or Computer Operations; supplemented by three (3) years previous experience in GIS and/or training involving GIS using ESRI's Desktop and Server platform and products; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities required for the job. Must maintain and possess a valid Tennessee driver's license. Special Assignments may require a background check and fingerprinting.

## **PERFORMANCE APTITUDES**

**Color Discrimination:** Must require the ability to differentiate colors and shades of color for interpreting GIS system.

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as machinery or electric currents.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge to topics related to primary occupations.

**Interpersonal Communication:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants. Must be able to communicate effectively in a variety of administrative, legal, or professional languages, including terminology, related to property assessment/appraisal.

**Language Ability:** Requires ability to read a variety of informational documents, directions, instructions, and methods and procedures. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**Manual Dexterity:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand in a twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Motor Coordination:** Requires the ability utilize hand-eye coordination to perform various tasks.

**Physical Ability:** Tasks may require the ability to operate a variety of machinery and equipment, which includes a computer, printer, copy machine and telephone. Tasks also require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and occasionally heavy weight (30-40 pounds).

**Physical Communication:** Requires the ability to talk and/or hear: talking-expressing or exchanging ideas by means of spoken words, hearing-perceiving nature of sounds by ear.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## PHYSICAL DEMANDS ANALYSIS

**1. STANDING AND WALKING**

**Tasks:** Standing at server racks

**Surface:** Wood flooring

**Estimated Total Hours:** 30 minutes **Maximum Continuous Time:** 10 minutes

**2. SITTING**

**Tasks:** Working at computer terminal

**Estimated Total Hours:** 7 **Maximum Continuous Time:** 3

**3. LIFTING/CARRYING**

**Objects:** Servers, PC towers, monitors, switches, routers

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs					
11-25 lbs					
26-50 lbs				X	
51-75 lbs					
76-100 lbs					
>100 lbs					

**4. PUSHING/PULLING**

**Objects:** Pushing/pulling hand carts with PC equipment loaded

**Height of hands above floor during push:** 3 feet

**5. CLIMBING**

**Tasks:** Climbing on ladders to work on server racks, or look at cabling

**Device:** Ladder

**Height:** 6 ft

**Frequency:** Once a month

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** Working within racks, working on PC's under desks

**Frequency:** Once a week

**7. REACHING**

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Monthly	20 min	20 lbs
21-36"	All	Monthly	20 min	20 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>100</u> % of time
Outside	<u>0</u> % of time

**9. OTHER JOB DEMANDS**

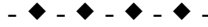
Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

Crimp set, tone generator, screwdriver

**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

**Exemption Status Test (Computer Professional Employee)**

*~ The following questions to determine whether you've misclassified a worker as an exempt computer professional:*

1. Is the employee paid at least \$455 per week on a salary or fee basis or, if paid hourly, at a rate of not less than \$27.63 per hour?
2. Is the employee's primary duty:
  - Application of system analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications; or
  - Design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications; or
  - Design, testing, documentation, creation or modification of computer programs related to machine operating systems; or
  - A combination of the aforementioned duties requiring the same level of skills?

	YES	NO	DON'T KNOW
1. Is the employee paid at least \$455 per week on a salary or fee basis or, if paid hourly, at a rate of not less than \$27.63 per hour?	✓		
2. Is the employee's primary duty: <ul style="list-style-type: none"> <li>• Application of system analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications; or</li> </ul>	✓		
<ul style="list-style-type: none"> <li>• Design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications; or</li> </ul>	✓		
<ul style="list-style-type: none"> <li>• Design, testing, documentation, creation or modification of computer programs related to machine operating systems; or</li> </ul>	✓		
<ul style="list-style-type: none"> <li>• A combination of the aforementioned duties requiring the same level of skills?</li> </ul>	✓		

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date