

**CONSENT CALENDAR - AGENDA ITEM NO. 3**  
**EXECUTIVE COMMITTEE MEETING**  
**October 24, 2013**

TO: Executive Committee, Orange County Fire Authority

FROM: Janet Wells  
Interim Human Resources Director

SUBJECT: **Approval of Classification Specifications within the GIS Series and Associated Salary Ranges**

Summary:

This item seeks approval of new Class Specifications to provide additional levels of classifications within the established GIS Series.

Recommended Actions:

1. Adopt the new class specifications of GIS Technician and assign the annual salary range of \$64,625 to \$87,089.
2. Adopt the new class specifications of GIS Analyst and assign the annual salary range of \$79,913 to \$107,702.
3. Adopt the new class specifications of Senior GIS Analyst and assign the annual salary range of \$88,899 to \$119,808.
4. Authorize the Human Resources Director to amend the OCFA Table of Class Titles and Master Position Control to include these new classifications and salary ranges.

Background:

The Human Resources Division performs reviews of Authority Class Specifications in an effort to determine if the Class Specifications accurately describe the duties and responsibilities required to be performed by employees appointed to the classification. A recent review of organizational areas within the Authority revealed a need to establish new classifications within the GIS series which assume responsibilities at different levels than those of existing classifications.

The OCFA consumes extensive amounts of location based information and uses location based applications to fulfill its mission. GIS technology creates, maintains, manages, produces, analyzes, displays, and provides location based information and applications to meet business needs.

In 2006, OCFA Executive Management commissioned an Enterprise GIS Strategic Plan as a key part of the Technology Master Plan. Primary components of this GIS Strategic Plan were to consolidate responsibility for GIS technology development, create a GIS Section in the Information Technology Division, and make GIS an enabling technology and vital component of normal daily business activities. In 2009, the OCFA GIS section was recognized internationally at the ESRI International Users Conference with a Special Achievement GIS award for

excellence in use of GIS technology for Public Safety. The ability to maintain this level of productivity, benefits, customer service, industry leadership, as well as the ability to meet future OCFA GIS technology expectations depends upon establishing and maintaining highly skilled and stable staff within the GIS section.

The above recommended action to add additional classifications within the GIS series will support the needs of the GIS Section. This action will allow OCFA to continue to utilize and advance within the GIS section and increase efficiency and operations on a day to day basis.

Impact to Cities/County:

None.

Fiscal Impact:

All proposed positions will be funded within the existing budget.

Staff Contact for Further Information:

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Human Resources Department  
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Attachments:

1. Class Specification – GIS Technician
2. Class Specification – GIS Analyst
3. Class Specification – Senior GIS Analyst



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: GIS Technician

**REPORTS TO:** GIS Manager

**FLSA:** Non-Exempt

**SUPERVISES:** Varies

**CLASS CODE:**

**DEPARTMENT:** Information Technology

#### **CLASS SUMMARY:**

Incumbents are responsible for performing paraprofessional level GIS activities under supervision in administering, maintaining, troubleshooting, and/or developing GIS computer systems and/or application. Incumbents may be required to serve on an emergency response team in the field.

#### **DISTINGUISHING CHARACTERISTICS:**

The GIS Technician is the first level in a four level Geographic Information Systems series. The GIS Technician is distinguished from other IT classes by its spatial database, development and maintenance responsibilities.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be representative sample of the duties performed by the class.)

Constructs, implements, develops, and maintains geospatial information, databases, and applications. Maintains, updates, and distributes map boundary layers using standard symbols, styles, and patterns.

Creates and distributes maps and other related data (routinely and upon request) to OCFA, outside agencies and the general public.

Conducts a variety of research, which includes: field work, contacting other agencies to obtain pertinent information, looking at historical information, reviewing paper records, and other related information sources.

Constructs maps and geospatial data, which includes: analyzing customer requests, determining what information to include; determining the level of map complexity; determining appropriate symbology and layout design; determining the appropriate methods of distribution; and, performing other related activities.

Performs other duties of a similar nature or level.

#### **MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE (position requirements at entry):**



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: GIS Technician

Bachelor's Degree in Geography, or a related field, and one year of GIS experience; including experience with:

- ArcGIS Desktop, ArcCatalog, ArcToolbox.
- Esri geodatabases.
- Geospatial data capture, editing, and mapping.
- Ensuring enterprise geodatabase data quality.
- Windows Server 2008, Windows 7 64-Bit, MS Office 2010.

or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSES AND CERTIFICATIONS (position requirements at entry):

- Valid California Driver's License.
- GISP Certificate desirable

#### KNOWLEDGE OF (position requirements at entry):

- GIS concepts;
- Mapping symbols and standards;
- Geospatial data capture methodology;
- Research methods;
- Geodesy, cartesian coordinate systems, projections, and digital orthophotography;
- Customer service principles.

#### SKILLS (position requirements at entry):

- Cartographic design principles;
- Ability to follow direction;
- Communicating technical information to a non-technical audience;
- Using personal computers, large format printers, scanners;
- Providing customer service;
- Capturing and maintaining geospatial databases;
- Conducting research;
- Using a computer and applicable software applications;
- Creating maps;
- Updating and modifying map and data files;
- Creating graphics;
- Preparing reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: GIS Technician

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#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: stooping, reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **WORKING CONDITIONS:**

Incumbents may be subjected to moving mechanical parts and electrical currents.

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#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

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#### **Classification History:**

Final prepared by OCFA, Date: 10-13

Human Resources Director Review:

Janet Wells \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by Board of Directors: 10-24

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: GIS Analyst

**REPORTS TO:** GIS Manager

**FLSA:** Non-Exempt

**SUPERVISES:** Varies

**CLASS CODE:**

**DEPARTMENT:** Information Technology

#### **CLASS SUMMARY:**

Incumbents are responsible for performing professional level activities under supervision in administering, maintaining, troubleshooting, and/or developing GIS computer systems and/or applications. Incumbents may serve as a lead on projects and to lower level staff. Incumbents may also serve as a subject matter expert in area of assignment. Incumbents may be required to serve on an emergency response team in the field.

#### **DISTINGUISHING CHARACTERISTICS:**

The GIS Analyst is the third level in a four level Geographic Information Systems series. The GIS Analyst is distinguished from the GIS Technician by its project lead responsibilities and level of experience in a specific area of expertise, and enterprise scope of responsibility under supervision.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be representative sample of the duties performed by the class.)

Designs, implements, develops, and analyzes geospatial information, databases, and applications. Provides technical support to GIS end users, provides training and installs client applications.

Provides solutions architecture for GIS projects, geodatabases, applications, mobile applications, and projects. Conducts a variety of research, which includes: field work, contacting other agencies to obtain pertinent information, looking at historical information, reviewing paper records, and other related information sources.

Designs analytical cartography and data layers, which includes: analyzing customer requests, determining what information to include; determining the level of map complexity; determining appropriate symbology and layout design; determining the appropriate methods of distribution; and, performing other related activities.

Performs other duties of a similar nature or level.

#### **MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE (position requirements at entry):**



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: GIS Analyst

Bachelor's Degree in Geography, or a related field, and three year of GIS experience; including experience with:

- ArcGIS Desktop, ArcCatalog, ArcToolbox.
- Esri geodatabases.
- Geospatial data capture, editing, and mapping.
- Ensuring enterprise geodatabase data quality.
- Windows Server 2008, Windows 7 64-Bit, MS Office 2010.

or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSES AND CERTIFICATIONS (position requirements at entry):

- Valid California Driver's License.
- GISP Certificate desirable

#### KNOWLEDGE OF (position requirements at entry):

- GIS concepts;
- Geospatial applications for mobile and web environments;
- Mapping symbols and standards;
- Geospatial data capture methodology;
- Research methods;
- Geodesy, cartesian coordinate systems, projections, and digital orthophotography;
- Customer service principles.

#### SKILLS (position requirements at entry):

- Project Management;
- Evaluating software applications;
- Communicating technical information to a non-technical audience;
- Testing and debugging programs;
- Providing customer service;
- Designing and constructing geospatial databases;
- Conducting research;
- Using a computer and applicable software applications;
- Creating cartographic designs;
- Updating and modifying map and data files;
- Analyzing and supporting end-user GIS applications;
- Preparing reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: GIS Analyst

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#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: stooping, reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **WORKING CONDITIONS:**

Incumbents may be subjected to moving mechanical parts and electrical currents.

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#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

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# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Senior GIS Analyst

**REPORTS TO:** GIS Manager

**FLSA:** Non-Exempt

**SUPERVISES:** Varies

**CLASS CODE:**

**DEPARTMENT:** Information Technology

#### **CLASS SUMMARY:**

Incumbents are responsible for performing professional level activities under minimal supervision, including developing and maintaining spatial databases, performing research and analysis. Understands and interprets organizational geospatial needs, develops applications and mapping products that fulfill the unique needs for Fire Protection and Emergency Services agencies. Incumbents may be required to serve on an emergency response team in the field.

#### **DISTINGUISHING CHARACTERISTICS:**

The GIS Senior Analyst is the fourth level in a four level Geographic Information Systems series. The GIS Senior Analyst is distinguished from the GIS Analyst by its advanced application development responsibilities, and extensive database skill sets.

**ESSENTIAL FUNCTIONS:** (These duties are intended to be representative sample of the duties performed by the class.)

Serves as a lead and provides project management leadership, which includes identifying, analyzing, developing, and deploying new GIS technologies. Evaluates, develops emerging tools, technologies, and standards; analyzes and makes recommendations and/or decisions regarding feasibility; prepares related reports.

Design, implement, develop, and analyze geospatial information, databases, applications, and SQL scripts.

Develop methodology and perform solutions architecture for work flows for desktop, internet, and mobile GIS applications.

Performs GIS programming and development with knowledge of C-Sharp, ASP.net, HTML, Java Script

Performs high level technical or specialized troubleshooting.

Performs other duties of a similar nature or level.

#### **MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE (position requirements at entry):**



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Senior GIS Analyst

Bachelor's Degree in Geography, or a related field, and three year of GIS experience; including experience with:

- ArcGIS Desktop, ArcCatalog, ArcToolbox.
- Esri geodatabases.
- Geospatial data capture, editing, and mapping.
- Ensuring enterprise geodatabase data quality.
- Windows Server 2008, Windows 7 64-Bit, MS Office 2010.

or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### LICENSES AND CERTIFICATIONS (position requirements at entry):

- Valid California Driver's License.
- GISP Certificate desirable

#### KNOWLEDGE OF (position requirements at entry):

- GIS concepts;
- Mapping symbols and standards;
- Mathematical concepts;
- Research methods;
- Database design principles;
- Customer service principles;
- GIS application development.

#### SKILLS (position requirements at entry):

- Providing customer service;
- Designing spatial databases;
- Conducting research;
- Using a computer and applicable software applications;
- Creating maps;
- Updating and modifying map files;
- GIS application development and deployment;
- Preparing reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public.



# ORANGE COUNTY FIRE AUTHORITY

## CLASS SPECIFICATIONS

### JOB TITLE: Senior GIS Analyst

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#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: stooping, reaching, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **WORKING CONDITIONS:**

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