

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency TECH, MGMT AND BUDGET - IT
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Center for Shared Solutions
4. Civil Service Position Code Description Departmental Analyst-E	10. Division eMichigan
5. Working Title (What the agency calls the position) Geographic Information Analyst	11. Section Office of Service Delivery
6. Name and Position Code Description of Direct Supervisor LAUXMANN, TIMOTHY G; DEPARTMENTAL MANAGER-3	12. Unit Geospatial Services
7. Name and Position Code Description of Second Level Supervisor CLEM, KYLE S; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 111 S. Capitol Ave., Lansing, MI 48933 / Monday - Friday; 8:00 to 5:00 pm

14. General Summary of Function/Purpose of Position

This is a Geospatial Analyst position for the Michigan Center for Shared Solutions (CSS), supporting DTMB Enterprise Geospatial Services. The analyst provides GIS (Geographic Information System) coordination and support for data standardization and data aggregation for the Michigan Geographic Framework (MGF).

The primary function of this analyst is to coordinate and support regular GIS data updates from data custodians via the Michigan Geographic Framework Data Gateway platform or other workflows to ensure these data updates can be integrated into the MGF statewide data layers. The functions of the position involves leveraging GIS technology to perform geometry and attribute validations across multiple GIS datasets and levels of quality control between GIS data and other state business system data.

This analyst works directly with the data custodians to review data validation reports and support data update processes for GIS datasets. This position supports the GIS data maintenance cycle to continuously improve data accuracy across GIS datasets from local, state, and federal data that have common attributes to improve quality and standardization of coordinate locations, attributes, unique identifiers, and other common attributes for specific GIS datasets improving data interoperability and increasing efficiency of data integrations.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 45

Coordinate and conduct the aggregation of authoritative geospatial data from local government partners into the Michigan Geographic Framework (MGF). This statewide recognized program requires knowledge of geospatial data and GIS technology with proven abilities. Independent work is required, along with excellent communication, organization, and people skills.

Individual tasks related to the duty:

- Consult with clients to identify and address issues related to MGF Data Gateway data aggregation and quality control, and maintain client relations through standard follow-up communication
- Interact and consult with MGF Data Gateway stakeholders and customers to determine appropriate processes for aggregation of their GIS data and reporting of discrepancy reports
- Provide innovative and alternate methods to improve workflow/efficiency/quality of product outputs
- Manipulation of MGF data for customized deliveries and migrations (internal and external)
- Resolve data conflicts and integrate datasets from State, Federal, Local Governments, as well as the Private Sector and Universities, to ensure efficient and effective data sharing across multiple client agency data environments
- Work with senior application development staff to identify tools and processes that improve the update, use, and dissemination of the MGF datasets
- Represent CSS at meetings and conferences where issues pertaining to the MGF data integration and standards will be discussed. This may include group presentations and overnight travel

Duty 2

General Summary:

Percentage: 40

This position serves as department analyst for quality control of GIS data and technical support to the data contributors submitting data updates through validation workflows to the MGF.

Individual tasks related to the duty:

- Perform quality control tasks on and across statewide GIS datasets to identify omissions, errors, standardization issues, duplications, and other data anomalies, and coordinate with data contributors on resolutions to data discrepancies
- Provide sound input to customers and management regarding geographic information technology systems, processes, data, strategies, and goals
- Provide expertise in the analysis of geographic information technology programs, processes, and data
- Identify new validations or quality control measures that should be tested and implemented
- Design and perform quality control processes for GIS data maintenance or integration of GIS data into MGF
- Perform error resolution tasks for addressing data discrepancies across databases supporting master address database and NG911 quality control
- Resolve data conflicts when integrating datasets to establish guidelines and/or solutions for dealing with various issues using advanced knowledge and technical skills in geoprocessing and GIS data quality control techniques
- Provide technical decision-making, innovative suggestions, and alternate methods to improve workflow and efficiency
- Support the establishment of procedures for the processing, editing, and implementation of digital geographic information data
- Operate and maintain automated geographic data processing systems and application programs
- Provide sound input for the development of specifications for geodatabase schemas and the understanding local, state and/or national standards for these datasets
- Facilitate meetings, training sessions, and workshops to instruct stakeholders on new tools, processes, and standards
- Represent CSS and DTMB as a GIS technical resource at meetings

Duty 3

General Summary:

Percentage: 10

Maintain documentation and provide reports on work activities.

Individual tasks related to the duty:

- Document all product development/project status
- Document quality control and data conflict resolution details for MGF data
- Report summary of any changes to appropriate manager and/or other interested party
- Create detailed documentation to accompany CSS's digital data products
- Organize/store all research and contact information in a manner suitable for future reference
- Generate reports on work activities

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Fulfilling customer requests, assisting on other geospatial services related tasks or projects not listed above, providing or supporting training, and technical documentation as required
- Represent CSS at state or national working groups
- Other duties related to the geospatial offerings from CSS

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Determine most efficient procedure to comply with a task where no formal guidelines are established. The quality, as well as the quantity of work produced,

will be affected by these decisions. Determine most appropriate product to meet a requestor's needs and the means by which this product will be presented where no formal guidelines are established. These decisions will affect the satisfaction of the requestor in addition to his impression of our products and services.

17. Describe the types of decisions that require the supervisor's review.

When a request becomes time consuming and costly. When clarification on office and departmental policy is needed. Situations that impact budgetary issues.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Some computer usage requires repetitive motion and eye-strain (approximately 80 percent). Some travel may be required to meet with users. This position also requires strict attention to detail.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This is a professional position in which the incumbent is to provide both technical and administrative assistance in developing and maintaining programs with computer mapping, GIS, and related technologies, and producing technical documentation and analytical information. The incumbent is also expected to assume a leadership role for selected programs or portions of programs.

Critical Job Role: Geographic Information Systems Analyst

Competencies: Adaptability, Contributing to Team Success, Customer Focus, Innovation, Planning and Organizing Work, Technical/Professional Knowledge, Work Standards

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

CSS provides leadership, technical expertise, and policy for the development, use, dissemination, promotion, and sharing of the State of Michigan's geographic resources along with other enterprise solutions. CSS's mission enables clients to more effectively and efficiently serve the customers of the state. This position serves as an analyst supporting the Geospatial Services area.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of:
 - ESRI's environment and ArcGIS suite of GIS products
 - ESRI geodatabases, management of GIS data, querying of GIS data
 - data editing/data maintenance tools using ESRI ArcGIS suite of software
 - geo-processing tools using ESRI ArcGIS suite of software
- Knowledge of:
 - geography, map interpretation, map projections, Geographic Information System
- Ability to:
 - design and implement quality control within project workflows
 - maintain favorable public relations
 - work independently, providing technical support to Michigan's GIS community
 - communicate effectively both orally and in writing
 - conduct presentations and facilitate meetings

CERTIFICATES, LICENSES, REGISTRATIONS:

Duties may involve the use of a vehicle.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

STACI ERICKSON

7/22/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date