

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 DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Resource Analyst-A	10. Division Parks and Recreation
5. Working Title (What the agency calls the position) GIS and Data Analyst	11. Section Planning and Infrastructure
6. Name and Position Code Description of Direct Supervisor VAN BLOEM, NICHOLAS S; DEPARTMENTAL MANAGER-3	12. Unit Planning Unit
7. Name and Position Code Description of Second Level Supervisor MCGHEE, VICKI S; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work TBD / 40 hours / week, M-F
14. General Summary of Function/Purpose of Position This position is the recognized resource for geospatial data and applications within the Parks and Recreation Division (PRD). The primary function of this position is to manage, administer, and evaluate data for the visualization, reporting and mapping of selected data and provide specialized expertise to other staff members. This position is responsible for providing expertise on GIS data integration systems with the department's data stewardship efforts. This position also conducts training, assists with DNR's overall GIS environment, creates visualizations, and dashboards, and liaisons with Resource Assessment Section, DTMB, and staff from other departments.	

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: 50**

Serve as PRD's recognized resource for geospatial data and applications.

Individual tasks related to the duty:

- Serve as geospatial data expert.
- Create and publish complex maps and web applications using ESRI tools such as ArcGIS Pro and ArcGIS Experience Builder.
- Create, publish, and promote the use of ESRI ArcGIS StoryMaps to assist in delivering the department's messages.
- Perform Geographic Information System (GIS) digitizing, data entry, and spatial layer creation.
- Maintain authoritative data and determine the best tool to connect data to internal staff and the public
- Review established spatial data and associated attributes to ensure compliance with appropriate business rules and standards.
- Develop procedures and best practices for spatial data creation, editing, and processing where none exist.
- Provide program business analysis support and research and follow up analysis with program metrics.
- Compile and organize geospatial data across the division.
- Maintain and manipulate current ESRI data across multiple sources to analyze and answer information requests.
- Determine and implement appropriate data means of merging existing data into enterprise GIS databases.
- Use knowledge of custom ESRI tools to create data and perform advanced analyses.
- Identify and implement data quality processes to ensure data integrity.
- Conduct training activities on the use of ESRI technology.
- Liaison with other DNR divisions, DTMB, and state departments as needed.
- Understand data sets across divisions and serve as lead to integrate that data into maps and other analysis tools for PRD.

Duty 2

General Summary: **Percentage: 30**

Serve as the GIS data quality and reporting expert.

Individual tasks related to the duty:

- Develop and maintain internal Division GIS resources using various ESRI tools and platforms including ArcGIS Pro, Portal, Arc GIS Online, and Survey123.
- Build data collection applications and models based on understanding of program data needs, using tools such as ArcGIS Field Maps and ArcGIS Survey123.
- Serve as expert on reporting tools such as Power BI and ArcGIS Dashboards.
- Provide support and administration duties for SQL SDE database and other environments.
- Develop and implement data models in the ESRI environment.
- Identify and recommend master data management processes and procedures.
- Serve as expert on the use of ESRI reporting tools.
- Research and write complex reports to meet business needs.
- Perform ad-hoc query and reporting services for management and program staff.
- Perform database administration and performance tuning activities related to reporting.
- Develop and maintain public-facing data, maps, and applications via various ESRI platforms
- Provide GIS support and integration with CAD, Adobe Creative Cloud, public engagement platforms, web applications and a variety of databases.
- Coordinate development and updating of standard operating procedures.
- Provide GIS and field data collection training and support.
- Collect and process spatial data using field collection tools such as iPads and Trimbles.
- Collect, maintain and analyze data for PRD managed lands
- Develop recommendations for revisions, improvements, and future phases of asset management in the areas of data collection methods, equipment, processes, data storage, or quality assurance/quality control processes.

Duty 3

General Summary: **Percentage: 15**

Serve as technical resource for staff.

Individual tasks related to the duty:

- Assist with infrastructure review and needs assessment, including PRD's Accessibility Checklist Tool.
- Perform on-site inventories and assessments.
- Identify, develop, and implement processes that improve efficiency and enhance productivity.
- Provide support and expertise to office and field staff in the use of GIS tools.
- Facilitate and support Division teams to support rapidly evolving GIS, asset management, and technology needs.
- Work cooperatively with Division and Department Staff, including Department-level sprint teams.
- Represent Parks and Recreation Division on the Department GIS Committee.
- Prepare and conduct presentations at conferences and for staff.
- Assist in public and internal meetings.
- Stay abreast of new and emerging technologies through reading professional materials and attending seminars and workshops.
- Conduct and oversee studies or special projects, as assigned.

Duty 4

Other duties as assigned

Individual tasks related to the duty:

Other duties as assigned

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

Decisions regarding time management and approach for daily work activities. Individuals and groups could be impacted if time conflicts arise. Technical decisions on tools and techniques to best meet job duties.

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

Decisions requiring supervisor's review include those affecting budget, those that fall outside of established Division or Department policy, guidelines or procedures, recommendations of new initiatives, when decisions will affect the overall Planning Programs or in politically sensitive situations.

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.

The majority of work assignments performed by this position will be conducted in an office environment while standing or sitting. Daily and prolonged use of a computer for typing and reviewing documents. General office noise will be present during this time. Some field work will be necessary which will involve walking or driving throughout a park, boating or construction site. Occasional overnight travel can be expected.

Physical effort includes walking, sitting and standing. Occasional exposure to the out-of-door elements and /or construction site environment will be required when performing work in the field.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

Position serves as the recognized resource for geospatial data and applications within the Parks and Recreation Division. The primary function of this position is to manage, administer, and evaluate data for the visualization, reporting and mapping of selected data and provide specialized expertise to other PRD staff members. This position is the GIS data quality and reporting expert, and provides associated assistance and guidance to other staff.

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?

The work area is responsible for geospatial data and applications in relation to planning, development and management of PRD administered lands and facilities. This position leads and assists with the GIS, Asset and Infrastructure Management technical support functions for these facilities and PRD Planning programs.

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 a physical, biological, or natural resource science, resource management, resource planning, engineering, or a related field.

EXPERIENCE:

Resource Analyst 12

Three years of professional experience in the protection, development and maintenance of land, water, or natural resources, including one year equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Geography, map interpretation, and Geographic Information Systems.

ESRI ArcGIS Pro and ArcToolbox, ArcCatalog, and Model Builder.

ArcGIS Online and Enterprise Portal.

ArcGIS mobile applications such as Field Maps and Survey123.

Microsoft Windows Operating Systems and Power BI.

Adobe Creative Cloud, iPad/iPhone (used for data collection in coordination with ArcGIS mobile applications).

SQL Server Integration Services.

System performance monitoring.

Data management principles and best practices.

Procedures and methods used for statistical analysis and long-range planning for resource and infrastructure management purposes.

Familiarity and experience using:

computer management tools, such as Microsoft's Excel, PowerPoint, Teams, SharePoint, Outlook, and Access.

Ability to:

Create and validate map services using ArcGIS.

Design and implement quality control for data processes.

Trouble shoot systems, document processes and create technical documents.

Gather and analyze facts, define problems, and devise solutions.

Understand and follow policies, standards, procedures, and best practices.

Maintain detailed portfolios and to generate reports.

Maintain records, prepare reports and correspondence related to the work.

Plan, coordinate and complete complex work assignments within deadlines.

Communicate clearly and concisely (verbally and written).

Work well with others in a team setting.

Process complex assignments.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid drivers license

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.

None

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

RYAN STARKWEATHER

10/3/2024

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