

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 STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Services Bureau
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-A	10. Division Emergency Management and Homeland Security
5. Working Title (What the agency calls the position) Geographic Information System (GIS) Analyst	11. Section Operations Management
6. Name and Position Code Description of Direct Supervisor COOK, MATTHEW; DEPARTMENTAL MANAGER-4	12. Unit GIS Team
7. Name and Position Code Description of Second Level Supervisor SOSINSKI, MICHELE A; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / Monday through Friday, 8 a.m. to 5 p.m.
14. General Summary of Function/Purpose of Position	
<p>This position serves as the recognized resource for the implementation of the ArcGIS Online platform for all users including, but not limited to, the Emergency Management and Homeland Security Division (EMHSD), the Michigan State Police (MSP), and local emergency managers. Maintain and implement best practices for the ArcGIS Online platform. This position will serve as the primary Geographic Information System, (also called Geospatial Information System), (GIS) point of contact for coordination with the EMHSD Planning Unit on regular meetings and content development. This position will also serve as the primary developer and administrator of content for the local emergency managers, including all damage assessment tools. This position will provide training to the local emergency managers and their staff on ArcGIS Online content and applications, especially as it relates to damage assessment. This position is responsible for the development of content for the local emergency managers for planning, response, and recovery from a disaster. This position will also provide technical support to the remainder of the GIS Team, cross training on various tasks, and support the development of content for state agencies and other areas of the EMHSD and MSP.</p>	

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: 40

Serve as the recognized resource for the implementation of the ArcGIS Online platform for all users including, but not limited to, the EMHSD, the MSP, and local emergency managers. Maintain and implement best practices for the ArcGIS Online platform.

Individual tasks related to the duty:

- Maintain ArcGIS Online policies and procedures for all EMHSD GIS Team staff.
- Maintain ArcGIS Online User Policy and Procedures for all users of EMHSD's ArcGIS Online platform.
- Develop new and test existing ArcGIS Online policies and procedures to ensure they remain actionable and accurate.
- Perform annual audit of the ArcGIS Online platform to ensure all policies being adhered to and all users are still appropriate.
- Determine appropriateness and create ArcGIS Online user accounts as necessary.
- Provide training on ArcGIS Online and Esri mobile applications for users.
- Perform regular maintenance on web-based mapping services.
- Serve as the primary GIS point of contact for coordination with EMHSD Planning Unit on regular meetings and content development.
- Utilize ArcGIS Online tools to digitize EMHSD plans for sharing with stakeholders.
- Perform ArcGIS Online system testing, troubleshooting, documenting results, and recommending solutions. Work with the vendor, when appropriate, to resolve issues.
- Interface with users of ArcGIS Online to answer questions and address user issues when able.

Duty 2

General Summary:

Percentage: 30

Serve as the primary developer and administrator of content for the local emergency managers, including but not limited to, all damage assessment and weather-related tools.

Individual tasks related to the duty:

- Create and maintain all damage assessment tools for local emergency managers.
- Provide training to local damage assessment teams and emergency managers on the use of all damage assessment tools.
- Work with local emergency managers to integrate state and local programs.
- Participate in conferences and meetings with local and state GIS users.
- Collaborate with local GIS efforts through training and application development.
- Develop mobile applications, dashboards, webapps, story maps, etc., for local emergency managers upon request to enhance planning, response, and recovery efforts across the state.

Duty 3

General Summary:

Percentage: 20

Provide technical support to the GIS Team within the EMHSD, especially as it relates to weather- and climate-related information.

Individual tasks related to the duty:

- Maintain and build relevant weather dashboards for dissemination to EMHSD staff and local emergency managers.
- Interpret and disseminate weather and climate related information as needed.
- Provide technical weather assistance where necessary across the division.
- Assist in ArcGIS Enterprise user training.
- Provide online and offline mapping support services and custom cartographic products to the EMHSD and MSP partners per their request.
- Support the development of geo-processing tools, scripts, and applications.
- Conduct spatial analysis in accordance with unit policies and procedures.
- Understand and maintain current knowledge in Esri Suite products.
- Receive regular training in GIS software and applications to maintain technical skills and knowledge.
- Assist in the collection and maintenance of geospatial data.
- Assist in the development and maintenance of GIS incident response procedures to ensure they are dependable and accurate.
- Support all EMHSD staff in the completion of GIS products.

Duty 4

General Summary:

Percentage: 5

Provide support to the State Emergency Operations Center (SEOC) during activations for disaster or emergency drills, exercises, or actual events.

Individual tasks related to the duty:

- Respond to disasters and emergencies within or impacting the state of Michigan.
- Serve as a GIS Unit Leader in the SEOC.
- Participate in regularly scheduled drills and exercises.
- Develop mobile applications, dashboards, maps, etc., to support response operations in the SEOC.
- Provide just-in-time training for damage assessment or other mobile applications as requested.
- Maintain appropriate training and knowledge of best practices and emergency management principles, including the Incident Command System and the National Incident Management System.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Network with federal, state, local, and university geospatial groups and individuals to maintain a broad base of current knowledge and remain up to date with the latest GIS technology and best practices.
- Assist with documentation and implementation of division technology initiatives as assigned.
- Cross train with EMHSD staff and between agencies.
- Attend meetings and conferences related to GIS technology initiatives.
- Perform 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 on the implementation of the ArcGIS Online platform within emergency management in the state of Michigan. Decisions on the prioritization of duties and assignments based on deadlines, mission, goals, and objectives of the division and section. Decisions regarding the best methods for producing GIS products. Answer questions from the ArcGIS Online user base. Execution of training on developed applications.

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

Major changes to system configurations. Decisions which involve political or budgetary issues. When requests become time consuming and/or costly.

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.

This position entails routine office work including use of a personal computer, telephone, general office, and audio-visual equipment. Standing, sitting, typing, writing, walking, stooping, kneeling, carrying, and bending are all physical tasks that may be performed occasionally. Local and overnight travel in and out of state. This position will participate in meetings, occasionally requiring driving to different locations and transporting boxes of published material or mobile devices. This position is required to be available to work overtime in a disaster or emergency.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | 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 position serves as the recognized resource for the implementation of the ArcGIS Online platform for all users including, but not limited to, the EMHSD, MSP, and local emergency managers. Maintain and implement best practices for the ArcGIS Online platform. This position will serve as the primary GIS point of contact for coordination with the EMHSD Planning Unit on regular meetings and content development. This position will also serve as the primary developer and administrator of content for the local emergency managers, including all damage assessment tools. This position will provide training to the local emergency managers and their staff on ArcGIS Online content and applications, especially as it relates to damage assessment and other mobile applications. This position is responsible for the development of content for the local emergency managers for planning, response, and recovery from a disaster. This position will continue to provide technical support to the remainder of the GIS Team, cross training on various tasks, and support the development of content for state agencies and other areas of the EMHSD and MSP.

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

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

The work area includes the EMHSD as well as the SEOC. The EMHSD is the state level agency responsible for all aspects of emergency management and homeland security within the state and is responsible for the planning and coordination of state level response to disasters and emergencies and homeland security issues. The Operations Management Section provides support for mapping, communications, facilities, and applications as requested. This position is the recognized resource for the implementation of the ArcGIS Online platform, coordination with local emergency managers, and holds the primary responsibility for coordination internally on enhancing state-level plans utilizing GIS technology.

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 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must possess the ability to quickly learn new skills, solve technical problems, and enjoy helping others. This includes good people skills such as, working well in group situations and the ability to train others in a classroom setting. This also includes a high level of technical, analytical, and organizational skills. Preferably, well versed in various forms of computing technology such as computers, audio/visual devices, and servers.

Experience with: ArcGIS Pro, ArcGIS Online, Survey123, ArcGIS Enterprise, IIS, application development, Arcade, HTML, JavaScript, and Python is preferred. Additionally, knowledge of applying GIS technology to public safety, census geography, and statistical methods is also preferred.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Professional Emergency Manager designation is required. (May be obtained following appointment).

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.

TAMERA BACHMAN

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