COUNTY OF HAWAI`I
invites applications for the position of:

Geographic Information Systems Analyst I - SR-20

SALARY: $24.53 Hourly
$4,252.00 Monthly
$51,024.00 Annually

DEPARTMENT: Various

JOB TYPE: Permanent & Temporary Positions

LOCATION: Future vacancies with immediate vacancy in Hilo

OPENING DATE: 02/14/21

CLOSING DATE: 02/23/21 11:59 PM Hawai`i Time

DUTIES SUMMARY:
Designs and produces selected thematic map data and applications of moderate difficulty and complexity and participates in the design and maintenance of the Geographic Information System (GIS) database; and performs other related duties as required.

One (1) immediate permanent full-time vacancy with the Department of Environmental Management's Wastewater Division in Hilo.

The eligible list may be used for other Geographic Information Systems Analyst I permanent and temporary vacancies as they arise during the life of the list. Temporary appointment may lead to conversion to permanent appointment.

EXAMPLES OF DUTIES:
- Designs and produces selected maps using GIS software.
- Designs and develops GIS computer programs using GIS macro language software for the production of thematic map data and reports.
- Examines map quality and data accuracy.
- Reviews and evaluates final map and document sources for entry into the GIS.
- Identifies pertinent attributes and sets up tables; compiles data and records into reports; maintains data sets.
- Reviews datum and projections to ensure proper overlay of data sets.
- Obtains, creates, and maintains metadata.
- Enters delineated map and descriptive information into the GIS through digitizing, key entry, scanning, converting computer aided drafting (CAD) files, global positioning system (GPS) coordinates, hyperlinking to other files, or other standard map data entry procedures.
- Analyzes and interprets aerial photographs and maps to delineate elevations, wetlands, vegetation, agricultural land, urban land, and other geographic land use characteristics.
- Investigates and verifies geographic and land use data by making physical inspections.
- Researches the GIS needs of user departments; coordinates data input with user departments.

- Conducts basic GIS analysis such as buffering and intersection by themes; prepares reports with tables, charts, or map layouts.
- Develops and maintains project files.
- May assist in training of departmental staff in GIS as requested.
- Assists other agencies and the public with information requests, or prepares information to be made available to the public.
- Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience:

A combination of education and experience substantially equivalent to:

- graduation from an accredited college or university with a baccalaureate degree in physical or natural science, geography, engineering, urban or land use planning, computer science, or a related field (attach a copy of your official college transcript to your application), and
- one (1) year of experience using GIS software in design and production of thematic maps and other applications, and
- possession of a valid State of Hawai`i Driver's License (Class 3) or any other valid comparable driver license at the time of filing. You will be required to submit your valid driver license at time of hire.

Examination: All applicants who meet the minimum qualification requirements will be assigned a score of 70 points. An education and experience evaluation will be conducted based on the applicant's training, education and experience as presented in the application.

Please read the minimum qualification requirements carefully. Be certain to list all pertinent training and experience, as this may be important in determining your examination score. It is essential that the applicant describe fully the duties and responsibilities of each position held, specify the date of each position held (from and to, month and year), and indicate the number of hours worked per week.

Attach all required documentation (e.g. official transcript, professional license(s)/certification(s), DD-214, etc.) at the time of submitting your application.

Note: In-person interviews and/or further testing in Hawai'i County may be required at the discretion of the hiring department/agency. If in-person interviews and/or further testing are required, applicants who are referred to the hiring department/agency must be available to participate in person and at their own expense at that phase of the selection process.

Knowledge of: geography as it applies to GIS; concepts and principles of GIS; basic principles and terminology of mapping, cartography, surveying, photogrammetry, and land use planning; database, word processing, and spreadsheet programs; operations, characteristics, and capabilities of various types of GIS programs, computer, and peripheral equipment; various types of datums and projections, imagery types and analysis, computer programming language; GIS and relational database management concepts and theories; statistics; and research methods and techniques.

Ability to: analyze, correlate, and evaluate thematic map data and records; prepare maps, graphics, data outputs, and written reports; use the computer aided drafting programs (CAD); use computer to enter and process text data files; maintain effective working relationships with others; and formulate ideas and present them clearly and concisely, orally and in writing.

Physical Requirements: Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

SUPPLEMENTAL INFORMATION:
Please scan and attach these supporting documents to your on-line application, <u>if required</u>:

- **an official college transcript,**
- **a valid driver's license,**
- **a temporary assignment verification,**
- **professional licenses, and/or**
- **certificates,**

<u>Veterans applying for veteran's preference points shall also scan and attach their DD-214 form and as needed, their VA claim letter to the on-line application.</u>

<u>ELECTRONIC NOTIFICATION TO APPLICANTS:</u>
Please ensure that the email address and contact information you provide is current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive our emails or fail to check your email box or NEOGOV account INBOX in a timely manner. Checking your NEOGOV account INBOX daily is recommended and is the most secure method to check on notices sent to you. This is a new feature created by our vendor, NEOGOV.

Please add info@governmentjobs.com to your contact list. Open your NEOGOV account using your user name and password. In the upper right hand corner of the account is your name, and under your name, click on INBOX to view all notices sent you. The notices will appear here in the INBOX even in the event you don't receive it on your cell phone, computer, or other electronic device. This is the best way to check and view all notices sent to you.

You will receive a confirmation email upon successfully submitting your application. Failure to receive this confirmation email, indicates that your application was not submitted.

APPLICATIONS MUST BE FILED ONLINE AT: Position #2021-00013
http://jobs.hawaiicounty.gov   GEOGRAPHIC INFORMATION SYSTEMS ANALYST I - SR-20
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Department of Human Resources
101 Pauahi Street, Suite 2
Hilo, HI 96720
808-961-8361

E-mail:jobs@hawaiicounty.gov

Hawai`i County is an equal opportunity provider and employer.

Geographic Information Systems Analyst I - SR-20 Supplemental Questionnaire

* 1. **REQUIRED SUPPLEMENTAL QUESTIONS.** The information provided to these Supplemental Questions may be used in combination with your application to determine whether you meet the minimum qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or you receiving a lower score. Please do not submit a resume in place of completing the Supplemental Questions. Any information you submit may be verified.

   When applying for this position, I understand that I must thoroughly complete the Education and Work Experience Sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

   I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

   ❏ I acknowledge that I have read and understand the above information.

* 2. **Applicants must meet all the requirements for the position they are seeking as of the closing date of the recruitment, unless otherwise specified.** Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. It is essential that you describe fully the duties and responsibilities of each position held, specify the date of each position held (from and to, month and year), and indicate the number of hours worked per week.

   Note: Calculation of experience is based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve months of experience at 20 hours per week is equivalent to six months of experience. In addition, hours worked in excess of 40 hours per week, per work experience, will not be credited. Example: Twelve months of experience at 60 hours per week is equivalent to one year, not one and one-half years.

   ❏ I acknowledge that I have read and understand the above information.

* 3. Did you graduate from an accredited college or university with a baccalaureate degree in physical or natural science, geography, engineering, urban or land use planning, computer science, or a related field?

   ❏ Yes
   ❏ No

* 4. Did you attach a copy of your official college transcript to your application?

   ❏ Yes
   ❏ No

* 5. Do you have one (1) year of experience using GIS software in the design and production of thematic maps and other applications?

   ❏ Yes
   ❏ No

* 6. If you answered "Yes" to question #5, please describe where you gained the work experience. Treat each change in employer or position separately. Include the following information:
A. Employer's name
B. Your job title
C. Employment dates (from month/day/year to month/day/year)
D. Hours worked per week
E. Describe the types and purpose of the thematic maps and other applications you designed and produced using GIS software.
F. Describe your job duties in detail.
G. The percentage of time you spent designing and producing thematic maps and other applications using GIS software.

If you answered "No," enter N/A.
Be specific and complete ALL questions for ALL experience you are claiming. The following are **unacceptable** responses:
- See above
- Refer to resume
- See attached

* 7. Do you have a valid State of Hawai`i driver's license (Class 3) or any other valid comparable driver's license at the time of filing? (Note: You will be required to submit your valid driver's license at time of hire.)
❏ Yes
❏ No

* Required Question