Duty Statement

**Data and GIS Mapping Manager**

**California Complete Count Census**

Under the general supervision of the Assistant Director, Administration, the Data and GIS Mapping Coordinator will be the technical specialist responsible for the full range of the complex business-technology analysis and application development required to support the California Complete Count Census (CCC) in its enterprise planning and delivery of Statewide Outreach and Rapid Deployment (SWORD) tool/site including program information, data collection, and data reporting via the Web. The Geographic Information Systems (GIS) services support includes various complex, high profile GIS analysis using the Environmental Systems Research Institute, Inc., (Esri) ArcGIS Platform HUB and data development products to support CCC initiatives.

60% The position functions as a technical specialist providing skills and knowledge in support of the CCC web-based GIS SWORD too/site data management, program analysis and procedures.

* Provide complex project planning, scheduling, and coordination for the creation and development of key Census datasets in support of GIS application development.
* Perform complex GIS analysis and data management procedures for statewide GIS Census applications.
* Independently and in collaboration with key government departments contributes to the design of SWORD and other databases or development of geo databases and systems, as well as compiles and analyzes GIS data.
* Programs and applies a broad range of GIS database, and spreadsheet software for GIS design, mapping and analysis.
* Provide technical review assistance in the evaluation of software enhancements and new initiatives.

The incumbent functions as technical resource participating in the programming and development of enterprise GIS solutions that extends Google, Esri, and Open Source functionality and capabilities.

25% Develop and provide SWORD training and presentations for CCC team, key executives, statewide Community Based Organizations (CBO’s) and other entities using Census tool.

* Collaborate with Census executives and Esri to develop effective SWORD statewide training.
* Deliver statewide training to CCC team, key executives, CBO’s and other required entities.
* Present SWORD tool at 2019 follow up convenings and Tribal Consultations.

10% Administer and evaluate GIS applications and SAS delivered GIS capabilities following documented Web Services standards and procedures.

* Evaluate commercial GIS applications, as well as design and develop GIS applications for statewide use.
* Apply technical experience with all phases of the testing process (unit, functional, system, integration, usability and user acceptance).
* Demonstrate an applied working knowledge of processes within the SDLC.
* Keep management, customer representatives, and/or customers informed on status of projects.

5% Marginal Functions.

* Function as a technical liaison between the CCC and the Department of Finance, Demographic Research Unit and California Department of Technology (CDT), U.S. Federal Census and stakeholders.
* Function as a technical lead and expert to respond to high criticality issues/requests with short time frames, which are often outside normal business hours.
* Effectively transition Census GIS data to CDT for 2030 Census.
* Travel statewide to provide in person training.
* Respond to and complete other duties as required