



City of Los Angeles

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City of Los Angeles Personnel Department

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GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR

Class Code: 7214

Open Date: 07-18-14

ANNUAL SALARY

\$65,918 to \$96,382 and \$73,247 to \$107,114

NOTES:

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
3. In some positions, higher salaries may be paid for night work.

DUTIES

A Geographic Information Systems Supervisor assigns, reviews and evaluates the work of subordinate staff engaged in the operation and development of geographic information systems; trains subordinate employees on the operational methods and procedures of the ArcInfo and/or ArcGIS geoprocessing systems or other related GIS development applications or land base data system processing and is responsible for checking and monitoring the accuracy of work produced; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. Two years of full-time paid experience as a Geographic Information Systems Specialist with the City of Los Angeles, or
2. Two years in a class at least at the level of Geographic Information Systems Specialist, which provides full-time paid experience in the operation of ArcInfo or ArcGIS or a similar geographic information systems software which incorporates a Relational Database Management System (RDBMS).

NOTES:

1. In additions to the regular City application form, each candidate is required to complete the Geographic Information Systems Specialist Qualifications Questionnaire at the time of filing. The Geographic Information Systems Supervisor Qualifications Questionnaire is located within the Supplemental Questions Section of the City application. Candidates who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.
2. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. Employees may be required to work weekend and evening assignments.

SELECTIVE CERTIFICATION:

In accordance with Charter Section 1010(b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training in one or more of the following areas. Only persons possessing the following at the time of filing may be considered for appointment to fill such positions.

1. Some positions will require specific RDBMS experience in ArcInfo, ArcGIS; and MapGuide, RouteSmart, AutoCAD Map 3D, TerraGo Publisher for ArcGIS, Job Tracking for ArcGIS (JTX) or ArcLogistics. Positions requiring such experience will be indicated on the certification.

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications and Qualifications Questionnaires must be received by THURSDAY, JULY 31, 2014.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight: Essay**Advisory**
Interview**100%**

The examination will consist entirely of an evaluation of personal and professional qualifications by interview. In the interview, emphasis may be placed on an evaluation of the nature and adequacy of the candidate's background and experience as they have provided the knowledge of: principles of bar chart, line graph, and pie chart constructions; coordinate systems used in plotting maps; basic map components and cartographic or drafting principles used in map construction; proper calculations of acreage, angles, bearings and distances; principles and concepts of elementary computer operations, programming and applications; computer operating systems sufficient to operate a CAD, engineering workstation or relational database linked GIS system; Local Area Network (LAN) system configuration and related software; elements of graphic design used to enhance map appearance; supervisory principles and practices such as planning, organizing, directing, training, delegating, evaluating, and counseling; City and Personnel Department rules, policies, practices, procedures including Equal Employment Opportunity and Memorandum of Understanding; and the ability to read, interpret and understand graphically displayed information in order to place the data onto maps; plot legal descriptions, subdivisions, and other graphically displayed information; use a variety of alphabetic and numeric filing systems; interpret and understand other special purpose maps used in map reproduction; recognize discrepancies or errors in map comparison; understand, manipulate, and utilize extensive series of command sequences and steps used in automated mapping processes; combine and use computer command or step sequences necessary in map creation; understand the structure and organization of various database organizations; place specific map reference points to ensure accurate data entry; organize tasks, responsibilities, and assignments to provide technical personnel with direction; work independently and plan work in order to achieve organization and project objectives; manage multiple assignments and responsibilities; attend to details necessary for completeness of work; direct and coordinate the work of subordinates sufficient to accomplish goals; design training programs; read and carry out general or specific written directions from requesting agencies or supervisors; follow oral directions sufficient to produce a finished product; understand and extract relevant information from surveyors' field notes; read and interpret a wide variety of computer instruction, training manuals and complex written documents; deal effectively and tactfully with a wide variety of individuals; communicate effectively orally and in writing; and other necessary skills, knowledge and abilities.

Prior to the interview, candidates will be required to prepare a written response related to the duties and responsibilities of a Geographic Information Systems Supervisor. This material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory writing session may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their writing exercise responses.

For the purposes of selective certification, candidates who indicated a specialized background in one or more of the areas listed on the candidate's Application will be asked questions regarding these areas during the interviews.

Candidates will be notified of the date, time, and location of the interview which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **NOVEMBER 3, 2014 to NOVEMBER 14, 2014**.

NOTES:

1. This examination is based on a validation study.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City Application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS ONLY

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.