



# City of Los Angeles

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City of Los Angeles Personnel Department

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## GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST

**Class Code: 7213**

**Open Date: 08-26-16**

**(Exam Open to All, including Current City Employees)**

### **ANNUAL SALARY**

\$68,068 to \$99,534

### **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. In some positions, higher salaries may be paid for night work

### **DUTIES**

A Geographic Information Systems Specialist operates a GIS geo-processing system and performs technical geospatial information system input, including spatial and attribute data capture, automation, editing, and maintenance, application design and programming, maintenance/configuration of hardware and basic system analysis, to produce a wide range of geospatial data, databases, maps, reports, and applications, and data exports and files; may produce spatial and non-spatial data for studies or analysis that provide technical assistance relating to the design, construction, operation and maintenance of public/private facilities, zoning and planning, and demographics.

### **REQUIREMENTS/MINIMUM QUALIFICATIONS**

1. A bachelor's degree from an accredited four-year college or university with a major in Geographic Information Systems, Engineering, Geography, Computer Science, or in a closely related field; and completion of 6 semester or 9 quarter units in geographic information systems; or
2. Two years of full-time paid experience utilizing ESRI's Legacy ArcInfo (Command line) or any level of ESRI's ArcGIS Product suite software, MapInfo, AutoCAD Map 3D, or other GIS software utilizing a geospatially enabled Relational Data Base Management System (RDBMS); or
3. Current employment with the City of Los Angeles with two years of full-time paid experience utilizing geographic information systems software, which incorporates a Relational Data Base Management System (RDBMS).

### **PROCESS NOTES**

1. In addition to the regular City application form, applicants will also be required to complete the Geographic Information Systems Specialist Qualifications Questionnaire at the time of filing. The Geographic Information Systems Specialist Qualifications Questionnaire is located within the Supplemental Questions Section of the City application. Applicants 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. Applicants qualifying under Requirement #1 must list their school name and location, type of degree earned, major and completion dates, course titles with the number of semester or quarter units and completion dates in the Education Section of the application. Applicants who fail to provide this information on their application will not be considered further and their applications will not be processed.
4. To meet the requirements for this examination, the 6 semester or 9 quarter units must be completed at an accredited college or university or be transferable to an accredited college or university.
5. Applicants filing under Requirement #3 must submit with the application a City of Los Angeles "Verification of Work Experience" (VWE) form with the required signatures, verifying their experience utilizing geographic information systems software with RDBMS. The VWE form should indicate the type of work performed and the amount of time spent performing such work. The form may be downloaded at <http://per.lacity.org/exams/vwe-sup.pdf> or may be obtained at the Personnel Department, 700 East Temple Street, Room 100, Los Angeles, California 90012. Applicants may attach the completed VWE form to their on-line application at the time of filing or will have seven (7) calendar days from the on-line submission date to submit a copy of their completed VWE form to: Personnel Department, 700 East Temple Street, Room 100, Los Angeles, California 90012. Applicants who fail to submit their VWE form within the time required will not be considered further and their applications will not be processed.
6. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at [http://per.lacity.org/AccreditedInstitutions\\_08-21-08.pdf](http://per.lacity.org/AccreditedInstitutions_08-21-08.pdf).
7. Candidates completing the examination process will be contacted by the Personnel Department to provide required proof of qualifying degree and/or coursework.
8. 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 Arc/Info; ArcGIS Online Applications; ArcGIS for Developers; ArcLogistics; RouteSmart; Job Tracking for ArcGIS (JTX); or TerraGo for ArcGIS.
2. Some positions will require experience using Computer Aided Drafting and Design (CADD) or AutoDesk AutoCAD Map3D software.

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## 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 <https://www.governmentjobs.com/careers/lacity> for Open Competitive Examinations and at <https://www.governmentjobs.com/careers/lacity/promotionaljobs> 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 must be received by **THURSDAY, SEPTEMBER 8, 2016.**

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interview in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order the applications were received. Applications submitted during the filing period will be kept on file for two years from August 26, 2016 in the event that additional applicants need to be tested to meet hiring needs.

## QUALIFICATIONS REVIEW

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Geographic Information Systems Specialist may be evaluated based on the candidate's Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of a Geographic Information Systems Specialist, based solely on the information submitted for qualifications review, will continue in the selection process.

## SELECTION PROCESS

After meeting minimum qualifications, and in accordance with Rule 4.2 as stated above, candidates will be scheduled for the following:

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

The examination will consist entirely of an evaluation of experience and personal qualifications by interview. During the interview, emphasis may be placed on the candidate's knowledge of: the functions of GIS software in order to draw or construct maps, charts, graphs or floor plans; bar chart, line graph, and pie chart construction used for data display; projected or geographic coordinate systems, latitude, and longitude sufficient to plot map and GIS points; basic cartographic and mapping principles such as geometric construction, terminology, scaling, and proportions used in map construction or map editing; map components contained in various maps; elements of graphic design such as layout, legend placement, and shading used to enhance final map appearance or data displays; the underlying principles and concepts of elementary computer operations, such as programming, applications, storage, retrieval and manipulation of data, and software application packages in automated mapping processes; and the ability to understand directory file structure, organization of various databases, or other computer systems such as directories and files used to store and recall information; recognize discrepancies or errors; follow written and oral directions; work independently; deal tactfully and effectively with others using good judgment; effectively communicate orally in a clear, concise, and convincing manner; and other necessary skills, knowledge and abilities.

Candidates will be required to prepare some written material on a topic related to the duties and responsibilities of a Geographic Information Systems Specialist. This essay material will not be scored separately, but will be presented to the interview panel for discussion with each candidate and for consideration in the overall evaluation of the candidate. In addition, As part of the evaluation of each candidate's overall qualifications for the job, the interview panel members will also consider the information in the candidate's Qualifications Questionnaire. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

Candidates must complete the advisory essay. Those who do not complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination. Candidates will be notified later by e-mail of the time and location of the advisory essay session, which will be held in a single half day session on **SATURDAY, NOVEMBER 5, 2016**, in Los Angeles.

Candidates will be notified later by e-mail 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 28, 2016 TO DECEMBER 9, 2016.**

## NOTES:

1. This examination is based on a validation study.
2. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credit, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
3. 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](http://per.lacity.org/exams/verify_disability.pdf).
4. 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.
5. A final average score of 70% is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
7. In conjunction with Civil Service Rules, applicants who are current eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
8. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

## Notice:

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.*

## THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND OPEN COMPETITIVE BASIS

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.