

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Research Program Specialist II (GIS)	OFFICE/BRANCH/SECTION Design/ Office of Surveys	
WORKING TITLE Geospatial Analyst	POSITION NUMBER 907-302-7419-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of a Senior Transportation Surveyor in the Office of Surveys. Required to use computer-based processes to produce geospatial information in support of the District's project delivery program.

The Research Program Specialist II (Geographic Information Systems) (RPS GIS) is responsible in a lead capacity to support the GIS enterprise architecture, conduct complex research projects, make maps, and configure applications to show the results of the research. The RPS GIS works closely with other Caltrans staff to extract available data or to help manage the GIS infrastructure. Works with other Caltrans staff to define specific needs, business processes, and identify available data sources related to desired maps or graphical displays.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Assists in the development, compilation, and deployment of geospatial products using state-of-the-art computer applications. Responsible for operating and configuring various server and desktop based GIS products to support the department's GIS infrastructure. Maintain map services and applications. Responsible for integrating data from multiple data systems and creating GIS tools as defined by the program needs.
35% E	Assists in the creation of geospatial products using computer-based applications and processes. Responsible for conducting complex digital mapping research projects for analysis of program specific data or other departmental needs. Configures applications to gather and analyze relevant information from a variety of databases. Develops effective cartographic products using acceptable mapping conventions; develops data structures and compiles metadata to document project work.
20% E	Mentors staff on GIS principles and applications. Working with the GIS Team, is responsible for best practices; providing day-to-day GIS coaching and support for GIS users; identify user needs; provide ArcGIS desktop and GIS tool training specific to Caltrans data.
5% E	Prepare reports and correspondence; attends and participates in communications with staff and supervisors as needed at a level required for successful job performance in a timely manner; schedule activities; plan, organize, and facilitate team meetings; conduct briefings and presentations to district management or others on behalf of the Team.
5% E	Utilize Caltrans project management tools to assist the district's GIS Team, including strategic planning to identify goals and objectives; and efficiently coordinate Team resource.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A RPS (GIS) must have a good knowledge of GIS techniques and methodologies to develop data, tools, and models. The RPS (GIS) must also have a good understanding of cartographic principles as applied to GIS products and delivery. The following are the knowledge, abilities, and analytical requirements necessary for this position:

- Experience with Environmental Systems Research Institute, Inc. (ESRI) enterprise and desktop GIS software products;

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

- Communicate effectively at a level required for successful job performance;
- Interact in a professional manner with all levels of department staff;
- Compiles, makes, or revises geospatial products, maps, charts, and diagrams;
- Uses project management systems to assist the unit supervisor in budgeting and setting delivery milestones for projects;
- Exercises good judgment in providing assistance, consultation, and communication with all levels of departmental staff and management, including external entities such as consultants or vendors;
- Assists in mentoring other staff who may be less knowledgeable or less experienced in GIS technology;
- Advanced knowledge of GIS software and strong familiarity with relational database design as it applies to GIS software;
- In-depth knowledge of cartographic principles, spatial analysis, remote sensing and databases;
- Proven experience in data modeling;
- Analyze situations accurately and take effective action;
- Demonstrated ability to train team members and end users on GIS data and applications;
- Ability to conduct research into GIS issues and products as required;
- Prepare reports;
- Understand and practice current Safety procedures as described in the Code of Safe Surveying Practices and the Caltrans Illness and Injury Prevention Program;
- Recognize and immediately report any possible hazards or safety violation that may adversely affect property, employees, or the general public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The RPS (GIS) is responsible for assisting the supervisor in an office setting. Errors in judgment or decisions could affect public safety or result in tort liability for the Department. Inaccurate, delayed or incomplete reports and correspondence may result in added costs due to higher bid estimates or changes. The effects of poor decisions relating to any of these items could translate into additional delays, costs, or claims against the State of California.

PUBLIC AND INTERNAL CONTACTS

External contacts may include those with other state agencies, local agencies, federal agencies, private surveyors, and private citizens. These contacts may be verbal or written, as needed to perform assignments. Internal contacts may be made throughout the Department at all levels and with all Divisions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical

An RPS (GIS) is assigned to District 7 office in downtown Los Angeles but other assignments could include anywhere in Los Angeles and Ventura Counties. On rare occasions, temporary assignments could occur statewide. Since the physical environment is directly linked to work assignments, any or all of the following conditions may be met:

- Frequent, substantial, or unexpected workload changes which can dictate rescheduling or reassigning of work as needed;
- Must be able to perform fine manipulation, keyboarding, and simple grasping in an office environment;
- Requires frequent sitting;
- Ability to lift objects of twenty-five pounds or less;
- He or she may also be required to move large or cumbersome plans and diagrams from one location to another;
- Overtime may be required and vacations may be restricted as departmental workload dictates.

Emotional

- It is important that employee work with others, constant interaction with the staff, supervisor, and others. Must be able to develop and maintain cooperative relationships.
- Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even while under adversity.
- Must exercise sound judgment and common sense when making decisions and formulating actions.
- Is open to change and new information; adapts behavior and work methods in response to new ideas, changing conditions or unexpected obstacles.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

- Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service;
- Must be courteous and professional toward all Caltrans staff, the public, and toward those with whom we work. This includes staff at every level at Caltrans;
- Must be scrupulously honest in all written and oral statements made in connection with your state employment, whether made to co-workers, supervisors, or any other persons;
- Must behave at all times in a manner that avoids the possibility of poor public perception of state employees;
- Must value cultural diversity and other individual differences in the workforce.

Mental

- Must have the ability to be multi-tasked, adapt to changes in priorities, and complete tasks or projects with short notice;
- Must be able to maintain a sustained mental alertness and concentration for prolonged periods of time while accurately performing tedious, repetitive tasks;
- Must be able to sit for extended periods of time while using a keyboard, mouse, and video display terminal.

WORK ENVIRONMENT

Employee will work in a cubicle workspace in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee will work in a conservative and professional work setting. Employee will work for extended periods of time at a computer workstation.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE