TOXIC SUBSTANCES CONTROL, DEPARTMENT OF

Title: RESEARCH PROGRAM SPECIALIST II (GEOGRAPHIC INFORMATION SYSTEMS)
Salary: $5,309.00 - $6,645.00
Posted: 11/15/2013

Job Description:

SPECIAL REQUIREMENTS, JOB DESCRIPTION & ADDITIONAL INFORMATION

WHO MAY APPLY: Eligible candidates who are current State employees with status in the above classification or lateral transfers from an equivalent class, former State employees who can reinstate into this class, or persons who are reachable on a current employment list for this classification. All interested applicants must submit a standard state application form (STD. 678) with original signature and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. The position number should be clearly stated on the application in the 'Examinations of job title(s) for which you are applying' section.

SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit a copy of their surplus status letter.

Applications will be screened and only the most qualified candidates will be considered.

A 60 day candidate pool may be established for subsequent vacancies.

Note: E-mailed or faxed applications will not be accepted for any reason.

DTSC will consider part-time employment for this position.

PROGRAM DESCRIPTION:

The Department of Toxic Substances Control (DTSC), Office of Environmental Information Management (OEIM) is seeking a highly motivated individual to join our Information Technology (IT) team. OEIM is responsible for managing and controlling IT projects to ensure customer needs are met, departmental standards are followed, and project milestones and deliverables are accomplished.
DUTIES:

Under the general direction of the Data Processing Manager II, the Research Program Specialist II (Geographic Information Systems) (RPS II (GIS)) is responsible for supporting the GIS enterprise architecture, conducting complex research projects, and developing maps or applications to show the results of the research. The RPS II (GIS) works closely with other OEIM staff involved in providing IT services to extract available data or manage the GIS infrastructure. The incumbent also works with DTSC program staff (scientists and engineers) to define scientific and engineering principles, business processes, and identify available data sources related to desired maps or graphical displays.

The RPS II (GIS) will be responsible for managing DTSC’s enterprise GIS in coordination with the GIS Team lead, other IT staff and the GIS Team to ensure the software, hardware and network infrastructure accommodate user needs. The incumbent will perform system analysis, design, programming, documenting, testing and training for departmental IT applications using advanced spatial concepts; and implement applications defined by complex and critical GIS business needs. The RPS II (GIS) will administer, maintain, and document DTSC’s GIS infrastructure; and install and configure various server and desktop based GIS products to support the development and maintenance of DTSC’s GIS infrastructure. In addition, the incumbent refreshes and rebuilds map services and map applications; and implements geocoding algorithms in DTSC applications.

The RPS II (GIS) will be responsible for integrating data from multiple data systems and creating GIS tools for staff and management as defined by the program needs. The incumbent implements interoperability standards for GIS and data systems within DTSC and between agencies and platforms. The RPS II (GIS) also implements GIS data security (in collaboration with the Information Security Officer) on the GIS infrastructure to ensure that confidential data is protected.

The RPS II (GIS) is responsible for designing and conducting complex digital mapping research projects for analysis of program specific data or other departmental strategic information needs. The incumbent develops applications to gather and analyze scientific, spatial, economic, demographic, management, cultural, resource, or other relevant information from DTSC’s and other agency databases. The RPS II (GIS) develops effective cartographic products using standard mapping practices and conventions, develops data structures and validation protocols, and compiles metadata to document project work.

The RPS II (GIS) must utilize advanced project management techniques to assist DTSC’s GIS Team, including conducting strategic planning to identify Team goals and objectives; schedule activities; plan, organize and facilitate Team meetings; conduct briefings and presentations to DTSC management or others on behalf of the Team; and efficiently coordinate Team resources. Working with the GIS Team, the incumbent is responsible for defining standards and best practices for data documentation and data exchange; providing day to day GIS coaching and support for Desktop GIS to GIS users; assisting DTSC staff with local GIS project design and implementation; providing ArcGIS desktop and GIS tool training specific to DTSC data; and conducting surveys or other activities to identify user needs and hardware/software/network problems that need to be rectified.

DESIABLE QUALIFICATIONS:

- Working experience with Environmental Systems Research Institute, Inc. (ESRI) Enterprise GIS software products including ArcGIS Server and
ArcSDE.

• Understand the importance of good customer service and the necessity of effective communication to meet customers’ business needs.

• Coordinate problem resolution and interact in a professional manner with all levels of departmental staff.

• Exercise good judgment in providing assistance, consultation, and communication with all levels of departmental staff and management and with external entities such as consultants or vendors.

• Provide assistance and mentoring to other staff that 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 general mapping principles, demographics analysis, spatial analysis, remote sensing, and cartography.

• Experience installing, configuring, and maintaining GIS systems.

• Proven experience in data modeling.

• 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.

ADDITIONAL INFORMATION:

DTSC is located in the Cal/EPA Building, close to restaurants, shops, and city parking with easy bicycle, light rail, and commuter bus accessibility. This beautiful modern facility includes a child care center, bicycle parking, exercise room, showers, and locker rooms.

Additional Information:

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<td>810 - 250 - 7419 - 301</td>
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<td>Location</td>
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</tr>
<tr>
<td>Cal/EPA Building, 1001 I Street, Sacramento, California 95814</td>
<td>SACRAMENTO</td>
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<tr>
<td>Contact Unit/Address</td>
<td>Contact Name/Phone</td>
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<tr>
<td>Office of Environmental Information Management</td>
<td>Brandie Rivera-Medina</td>
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<tr>
<td>PO Box 806</td>
<td>(916) 322-5264</td>
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<tr>
<td>Sacramento, CA 95812-0806</td>
<td><a href="mailto:Brandie.Rivera-Medina@dtsc.ca.gov">Brandie.Rivera-Medina@dtsc.ca.gov</a></td>
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