County of Santa Cruz

GIS ANALYST III

Supplemental Questionnaire Required

Promotional Only
Job # 25-GG3-01

Salary: $9,609 – 12,157 / Month

Closing Date: Friday, March 7, 2025

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.
Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general supervision, to conduct mapping, spatial analysis and programming duties and to participate in the development, installation, integration, training, documentation, testing, and maintenance of the County's Enterprise Geographic Information System (GIS) and database applications; to evaluate user requirements and develop technical solutions; and to do other work as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years of experience performing GIS programming for business applications, which included analysis and design of several systems or segments of major systems, **and** a Bachelor's Degree from an accredited college or university with major coursework in GIS or computer science.

OR

Four years of experience performing GIS programming for business applications, which included analysis and design of several systems or segments of major systems.

Special Requirements: Background Investigation: Some positions may require fingerprinting and/or background investigation. **Other Special Requirements:** Availability to work irregular hours, which may include evenings, nights, weekends and holidays.

Knowledge: Thorough knowledge of principles and practices of computer programming for display and analysis of geospatial data in both desktop and web environments, including application development methods, tools, and utilities applicable to GIS; advanced database administration principles, methods, and techniques, including ArcSDE administration; methods of integration of GIS technologies with advanced desktop/internet programming; ArcGIS VBA scripting language using ArcObjects; object oriented design methodologies using ArcObjects to design and document software; GIS software concepts and terminology; principles and practices of geospatial data creation, conversion, maintenance, and manipulation; geospatial data sources, metadata documentation standards, and data sharing policies; cartographic principles, including map design and production; geospatial analysis techniques, including geo-processing, statistical tools and raster processing; principles and techniques of GIS database design and data models; operational characteristics and capabilities of relational database management systems. Working knowledge of methods and techniques used in the installation, troubleshooting and maintenance of software applications; operating systems, hardware configurations, and software; the principles and techniques of project management and team leading. Some knowledge of surveying, GPS, photogrammetry, remote sensing, and land use planning; emergency management practices and terminology; network concepts and network administration.

Ability to: Understand, interpret and analyze complex user GIS requirements and develop desktop and web based mapping applications using various computer programming languages; conduct GIS user needs assessments and summarize findings in writing; perform advanced computer programming, data analysis, and software development; perform the most complex spatial analysis; lead projects, including all phases of project management; prioritize multiple tasks; plan and organize work to complete projects efficiently; provide technical direction and leadership to staff in area of specialty; represent the County with other agencies and user groups; explain computing concepts to non-technical staff; support the Emergency Operations Center (EOC) GIS mapping needs during EOC activation; provide training and technical assistance (one-on-one, small group, and formal presentations) to county GIS users in the use of GIS software for mapping and analysis; prepare high quality cartographic maps based on customer requests; maintain plotters and other peripheral devices; prepare clear and concise documentation, user procedures, reports of work performed, and other written materials; make sound independent decisions; work cooperatively and effectively with other staff members, customers and vendors/contractors; solve basic networking problems; work independently in local and/or remote locations; independently install, troubleshoot, and upgrade GIS related applications, hardware and peripherals at the desktop level and detect, isolate and resolve GIS application problems; learn new software applications; provide good customer service; and communicate effectively, both orally and in writing.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the

announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

GIS ANALYST III – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response <u>must</u> also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your ArcPro and customer service skills as they relate to GIS data management and producing cartographic products.

2. Describe your experience automating workflows using Python or other scripting languages.

3. Describe the most complex GIS project you have completed. Include in your response a discussion of the problem the project was designed to solve, how you solved the problems you encountered in the design and implementation of the project, and the resulting solution.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid $20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz
www.santacruzcountyjobs.com

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