

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Unit D  
Class Codes

GIS SPECIALIST I	1508
GIS SPECIALIST II	1509

DEFINITION

A GIS Specialist II performs advanced Geographic Information Systems (GIS) related duties and participates in the design, development, maintenance, and deployment of complex geographical spatial datasets, databases, special map exhibits, software applications, and associated technical documentation. A GIS Specialist I performs similar but less complex duties and responsibilities.

TYPICAL DUTIES

- Develops, verifies, administers, and modifies complex geographic-spatial datasets, databases, and map exhibits using current ESRI Geographic Information Systems software (ArcGIS Desktop & ArcGIS Pro), related ArcGIS desktop applications, and SQL Server and Oracle database platforms.
- Conducts geographic data development, verification, management, and quality assurance.
- Maintains GIS datasets and databases provided by third-party vendors and outside agencies.
- Provides technical support to personnel in other governmental agencies in the exchange of shared GIS data.
- Interacts with appropriate City, County, State and federal agencies to obtain GIS spatial datasets and databases.
- Responds to inquiries related to District GIS datasets and GIS issues from District personnel.
- Prints, mounts, and laminates PDF, JPEG, and other digital formats.
- Attends seminars, workshops, and conferences to identify and evaluate developments and trends related to GIS.
- Develops documentation related to GIS processes and procedures.
- May represent the department at meetings with District administrators and public agencies as required (II level only).
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A GIS Specialist I applies knowledge and skills of Geographic Information Systems (GIS) data development, data management, and cartographic mapping in the progression of duties and responsibilities leading to qualification as a GIS Specialist II and receives on-the-job training related to the Master Planning and Demographic Unit's processes and procedures.

A GIS Specialist II performs professional-level and advanced technical Geographic Information Systems (GIS) duties and may assist higher-level personnel in performing the

more complex GIS related assignments by applying knowledge and skills of Geographic Information Systems (GIS) data development, data management, and cartographic mapping.

The Chief Boundary Coordinator plans, directs, and supervises the activities of the Demographics and Boundary Unit, develops and presents recommendations, and represents the District to administrators and groups concerned with student demographics.

## SUPERVISION

General supervision is received from a supervisory or administrative employee. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

Current versions of Geographic Information Systems (GIS) and related computer software such as ArcGISPro, ArcGIS Spatial Analysis, Maplex, ArcGIS Explorer, Geostatistical Analyst, ArcGIS Online and ArcGIS Enterprise  
Advanced mapping concepts and technology trends in GIS cartographic mapping  
Principles of research, data development, and geoprocessing techniques and procedures  
Microsoft Word, Excel, Access, Visio, Adobe Acrobat, Adobe Photoshop, and Illustrator, Oracle, SQL server, VB, and VB.NET  
Sources of geographic spatial datasets and coordinate systems  
Advance techniques for labeling and creating feature link annotation layers  
Terminology, best practices, and technology in the field of Geographic Information Systems (GIS) and cartographic mapping  
Development and maintenance of a geodatabase

### Ability to:

Use current ArcGIS and related GIS software to develop complex datasets, map exhibits, and solve problems associated with symbol conflicts, generalization, and scales  
Perform technical geoprocessing techniques  
Create and edit data stored in a multi-user geodatabase  
Import, export, and query data tables within current versions of ArcGIS  
Document technical procedures and workflow processes  
Create maps and data sets to supplement analysis  
Communicate effectively, both orally and in writing  
Establish and maintain rapport with District personnel and the public  
Plan and organize work to meet deadlines and accuracy  
Work effectively under pressure in a fast-paced environment and multi-task  
Work effectively as a member of a team  
Convert data stored in varying formats into a geodatabase format (II level only)  
Develop desktop, client-server, and web-enabled applications and portals and participate in joint agency applications (II level only)

## ENTRANCE QUALIFICATIONS

### GIS SPECIALIST I

Graduation from a recognized college or university with a bachelor's degree in Geography, Computer Science, Mathematics or a related field AND at least six months of experience using current versions of ArcGIS in a GIS or cartographic setting in geography, education, engineering, or urban planning field.

OR

An associate's degree from a recognized college or university in Geography, Computer Science, Mathematics or a related field AND three years of experience using current versions of ArcGIS in a GIS or cartographic setting in geography, education, engineering, or urban planning field.

### GIS SPECIALIST II

Graduation from a recognized college or university with a bachelor's degree in Geography, Computer Science, Mathematics or a related field AND at least three years of experience using current versions of ArcGIS in a GIS or cartographic setting in geography, education, engineering, or urban planning field.

OR

An associate's degree from a recognized college or university in Geography, Computer Science, Mathematics or a related field AND six years of experience using current versions of ArcGIS in a GIS or cartographic setting in geography, education, engineering, or urban planning.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised and Title Change  
10/17/2024  
YG

District Notification Date: 9/4/2024  
Union Notification Date: 9/9/2024