STATE OF OREGON

AGENCY: Department of Revenue
DIVISION: Property Tax (PTD)
SECTION: Cartography and Information Services

POSITION DESCRIPTION

* * PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM * *

SECTION 1. POSITION INFORMATION

a. Class Title: Info Systems Specialist 5
b. Class No.: C1485

c. Effective Date: April 14, 2010
d. Position No.: 4328000

e. Working Title: GIS Principal Analyst
f. Work Unit: CISU

Agg. Agency No.: 15000
h. Agency Name: Department of Revenue

i. Employee Name:
j. Work Location (City-County): Salem - Marion

k. Position: (X) Permanent ( ) Seasonal ( ) Limited Duration
   (X) Full Time ( ) Part Time ( ) Intermittent ( ) Academic Year

l. FLSA: ( ) Exempt (X) Non-Exempt
   If Exempt: ( ) Exec ( ) Prof ( ) Admin

m. Eligible for Overtime: (X) Yes ( ) No

SECTION 2. PROGRAM/POSITION INFORMATION

a. Describe the program in which this job exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

This program is responsible for the supervision, development, preparation, installation, and maintenance of Oregon's statewide, standard cadastral map system. The system is primarily used for the discovery, identification, inventory, appraisal and assessment of all real property parcels for Oregon's property tax system. The purpose of the cadastral map system is to develop and maintain a uniform statewide, cadastral map system as part of the goal of achieving equalization in the assessment of all real property at the statutory level. The system consists of over 47,000 maps and 1,800,000 parcels of land developed and maintained in a Geographic Information System (GIS). The supervision of the statewide map system is part of the department's mission of providing general supervision of Oregon's property tax system.

b. Describe the purpose of this position, and how it functions within this program, by completing this statement: The purpose of this job/position is to . . .

This position provides team leadership and technical expertise for the Cartographic Information Systems Unit by directing and monitoring the team's work in data management for state and county cartographic data. The position assists in analyzing and supporting projects through the ORMAP program, develops new GIS data products, and may participate as a member of various GIS intra or interagency teams. The position also provides training for state and county cartographic staff.
SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties are performed. If this is an existing position, mark “N” for new duties or “R” for revised duties. Essential duties are indicated with an “asterisk.”

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R</th>
<th>DUTIES</th>
</tr>
</thead>
</table>

ESSENTIAL DUTIES:

5%  Spatial Data/GIS:
- Update cadastral GIS data by incorporating data and information of various complexities, provided by county assessors, cartographers, and land surveyors, into complex base maps using coordinate geometry (COGO) and geo-processing techniques.
- Interpret source materials; investigate and resolve problems with the data and assign proper attributes to the data.
- Assist in preparing preliminary map project cost analysis and cost estimates.
- Interpret and plot information from imagery, LIDAR, and other digital resources to base control maps.
- Make adjustments to the GIS based Public Land Survey System based on the assembly of all survey data.
- Develop complex GIS based control map databases and position surveys using State Plane Coordinate system.
- Make decisions regarding adjustments and resolve conflicting information in a countywide GIS.
- Create, distribute and maintain metadata (data dictionary), which meet state standards for spatial data.

10%  Training:
- Develop and document operational methodology and assist in the development of user instructions to provide technical assistance to county and state personnel.
- Assist new employees with unit procedures and standards.
- Document the step-by-step procedures to follow in complex GIS mapping phases.
- Prepare training material and conduct formal and informal training of CIS Unit and county cadastral GIS staff, assessors and other assessment officers in the proper methods of GIS cadastral map construction, record management, installation and maintenance, both in the classroom and one-on-one.

50%  Assist other GIS cartographers:
- Assist unit team members to manage workloads to accomplish prescribed work.
- Help team members to meet specific contract and statutory deadlines.
- Deal with unexpected interruptions due to special projects, vacancies, or other factors.
- Monitor data revisions to assure all maps and records produced comply with the Oregon Cadastral Map System, ORMAP Technical Specifications, and Oregon Cadastral Data Exchange Standards. Direct CISU staff in providing metadata, importing and exporting data, and data structure support.
- Administer ORS 308.225 by verifying boundary description and maps of new districts, consolidations or mergers, annexations, withdrawals or dissolutions of taxing districts; prepare notices of approval or disapproval; if disapproved, explain steps to correct the description or map.
- Coordinate project teams that design and create spatial databases that meet department’s spatial data accuracy standards.
- Review assessors’ cadastral map systems for compliance to state standards, status of map and record maintenance and, when requested by counties, evaluate management of county assessors’ mapping operations.
- Respond to questions and explain laws and rules related to reappraisal and maintenance mapping.

5%  Analysis, reports, formal presentations:
- Give public presentations, facilitate meetings.
- Make oral and written reports to state and county officials.
- Develop, coordinate and conduct formal spatial data training and support to the department, partner agencies and county GIS staff.
- Assist in project planning which includes cost and time estimates and monitoring of those resources throughout the life of the projects.
• Analyze projects for long-term planning, progress, production and problems, and report findings to the CIS Unit Manager.
• Conduct ad-hoc reporting, meeting DOR standards and customer needs.
• Work with CIS Unit Manager to determine best possible methodology, as well as estimated completion dates, staffing, equipment, and material needs for a variety of GIS projects.
• Provide input and make recommendations to the CIS Unit Manager and ISS6 regarding hardware/software and data issues affecting effective business functions both within the unit and for the department as a whole.
• Lead or participate on interview panels for new cartographers.
• Provide input, make recommendations to CIS Unit ISS6 and Unit Manager on planning and coordinating GIS activities within the unit, and GIS policy decisions within the department.
• Track problems coordinating the implementation of GIS software solutions.

15% Assist counties:
• Train county cartographers.
• Act as a technical resource for taxing districts and county cadastral GIS staff.
• Be a subject matter expert for county staff.
• Assist county staff with programming and database management work.
• Document operational methodology and assist in the development of user instructions to provide technical assistance to county and state personnel.
• Answer assessors’ technical problems concerning deeds, conveyances, property rights and interests as they relate to cadastral GIS maps and assessment roll.
• Assist county staff in adhering to database and digital mapping standards.
• Assist county mapping and GIS staff with the development and implementation of an attributed digital tax lot layer.
• Conduct quality control analysis of private vendors’ digital map work and spatial data, and provide feedback to counties to ensure output meets all state GIS cadastral standards and customer needs; may require working with contractor.
• Verify status of map data record maintenance and, when requested by counties, evaluate management of county assessor digital mapping operations.
• Advise county officials on mapping progress and assist in coordinating GIS mapping projects with the county and other stakeholders.
• Coordinate implementation of GIS solutions among department and partner agencies; provide examples of spatial analysis or direct CISU staff in providing examples of spatial analysis.
• Diagnose user plotting hardware problems and provide solutions regarding GIS hardware output issues to agency customers.
• Provide phone and on-site training for customers in the use of specific hardware and software.

2% ORMAP state mapping project:
• Perform technical review of ORMAP grant applications and make recommendations for funding county GIS development projects.

3% Agency/interagency liaison in cartographic and GIS issues:
• Participate in Cadastral and Administrative Boundary Framework meetings to develop and improve statewide digital data content standards.
• Partner with Information Systems (IS) staff and various agencies to analyze needs, develop and implement GIS software solutions in multi-agency environment.
• Represent department in multi-agency GIS coordination efforts.
• Review the Cadastral/GIS portion of CAFFA grant applications.
• Coordinate, construct and support distribution of spatial data to business partners outside department.
• Coordinate directly with department Data Base Administrators (DBAs) to provide appropriate levels of database access and privileges.

10% Identify and solve hardware/software issues working alone or in concert with ISS6:
• Troubleshoot and diagnose mapping, database and software problems by analyzing procedural processes to find working solutions and recommend improvements.
• Test existing GIS procedures and processes to recommend improvements.
• Perform data analysis resulting in standards for spatial data quality control, storage, import and export.

bb/4161000 (Rev. 07/06/18)
• Conduct data quality assurance/control analyses of spatial data by constructing GIS application software.
• Analyze spatial data need requirements of department programs and commitments.
• Test and analyze new software technology, including GIS software, determining its compatibility with existing digital data structure and digital mapping processes and its impact and suitability for the department. Make recommendations for purchase and/or implementation.
• Consult with department DBAs to recommend metadata documentation standards for enterprise spatial data.
• Develop and coordinate data migration plans, addressing version compatibility, data integrity, and quality control and applying version updates.
• Compile project input/output specifications, which dictate external contractors’ spatial data or application requirements ensuring data and applications meet department and agency partner requirements.
• Assist in project planning which includes cost and time estimates and monitoring of those resources throughout the life of the projects.
• Work closely with CIS Unit ISS6 to provide input to the Unit Manager for planning and implementing GIS data structures within the unit and within the department.
• Provide project and corporate data needs analysis; conduct quality control testing; create appropriate levels of metadata.
• Coordinate the appropriate use of department’s spatial data assets within department and partner agencies and counties by writing complex queries.
• Test and analyze approved GIS software, implementing its capabilities into business processes and spatial data application capabilities.
• Assist ISS6 in conducting business analysis and needs assessment for the development of GIS software and spatial database systems.
• Assist ISS6 to coordinate development and maintenance of spatial data systems.
• Assist ISS6 in providing spatial data and GIS capability consultation services to Property Tax Division (PTD) and statewide developers and users by researching information and providing input.
• Work with CIS Unit ISS6 to develop and maintain information system security and database integrity.
• Work with CIS Unit ISS6 to develop and maintain special unit database programs.
• Provide input and recommendations for minimum hardware needs to unit ISS6.
• Diagnose software problems, report findings to software vendors and developers, track their response and implement recommended solutions.
• Diagnose user issues, including data access and security problems, and recommend solutions.

Other duties as assigned.

100%

SECTION 4. WORKING CONDITIONS
Describe special working conditions, if any, which are a regular part of this job. Include frequency of exposure to these conditions.
- Use of a visual display terminal 75% of the time. Typical office environment 95% of the time.
- May be required to lift up to 50 pounds.
- May require overnight travel.
- Must have valid driver’s license and a good driving record.

SECTION 5. GUIDELINES
a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

Guidelines are desk procedures, policies, manuals, directives and standard GIS or mapping practices established by the CIS Unit and other state and federal agencies. Examples are:
• Oregon Revised Statutes (primarily ad valorem tax laws).
• Oregon Administrative Rules.
• Cadastral Data Exchange Standards.
• ORMAP Technical Specifications.
• Code Boundary Change Procedures per ORS 308.225.
• Property Classification Memorandum Procedures per OAR 150-308.515 and ORS 305.100.
b. How are these guidelines used to perform the job?

- Clarify state laws as they relate to work being done.
- Written procedures across the Property Tax Division to assist with daily work.
- Written guidelines to perform unit duties.
- Written guidelines to county cadastral mapping staff to assist with daily work.

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division personnel</td>
<td>In person</td>
<td>Problem solving</td>
<td>Weekly</td>
</tr>
<tr>
<td>County personnel</td>
<td>Phone and in person</td>
<td>Retrieve information and problem solving</td>
<td>Monthly</td>
</tr>
<tr>
<td>Other agencies</td>
<td>By phone</td>
<td>Retrieve information</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

This position functions as a member of the GIS Project team which provides standard and custom support products for department spatial data functions. The position’s primary functions are to assign and review work for the CISU team, to provide analysis and feedback to the unit manager, to assess and troubleshoot hardware and software, and to assist counties to comply with GIS and cadastral data standards. In that role, the kinds of decisions likely to be made include distributions of work; assessments of work quality; remedial and training steps to correct staff issues; plans to ensure timely completion of current work; strategic plans for the future regarding scope of work, staffing, software analysis and recommendation, and hardware analysis and recommendation; analysis and recommendations for county spatial data issues; and analysis of training needs and how to meet those needs. The position makes decisions about validity of spatial data and how it fits within a county GIS framework. Improper analysis may affect parcel identification and, ultimately, property tax assessment in county and state Assessment & Taxation programs.

Decisions made by this position will affect the accuracy and speed with which GIS products are produced. Spatial data quality assessments, quality control and documentation are critical. Application data and data analyses coordinated by this position will impact department program decisions, direction and funding.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Work reviewed periodically by CIS Unit Manager (PEM-D) and by other project managers. The purpose of the review is to check accuracy and to insure compliance to state standards and DOR procedures.

SECTION 9. SUPERVISORY DUTIES TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? ___ Through Subordinate Supervisors?

b. Which of the following supervisory/management activities does this job perform?

- ( ) Plans Work
- ( ) Responds to Grievances
- ( ) Assigns Work
- ( ) Disciplines/Rewards
- ( ) Approves Work
- ( ) Hires/Fires (or Effectively Recommends)
- ( ) Prepares and Signs Performance Appraisals

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION
Any other comments that would add to an understanding of this position:

- Continual training is required to keep current with GIS and other digital technology.
- This position requires skills and knowledge in GIS software operation, including web and workstation based technologies.
- Knowledge of cadastral mapping and its relation to assessment and taxation.
- The use of standard office equipment is required.
- Knowledge and skill in report generation using GIS software on server and workstation platforms is required.
- Ability to maintain positive relationships with public, county, department and other required contacts is essential.
- Performs cartographic duties and reviews team cartographic and GIS work product in accordance with state cadastral map standards and directives.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

MUST COMPLY WITH LAWS AND AGENCY POLICIES ON OREGON'S TAX FILING REQUIREMENTS, AND LAWS PROHIBITING DISCLOSURE OR MISUSE OF CONFIDENTIAL INFORMATION.

GIS, cartography, higher math, communication skills, and leadership abilities are required to do this job.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. See instructions for detail to be included on the chart.

Employee Signature
Date
Supervisor Signature
Date

Appointing Authority Signature
Date