# State of Oregon Position Description

**Company:** Department of Administrative Services
**Organization:** Chief Data Officer - DAS
**Service Type:**

| | | | |
|---|---|---|---|
| **Job Profile Title:** | Information Systems Specialist 6 | **Job Profile ID:** | 1486 |
| **Business Title:** | Information Systems Specialist 6 (Unfilled) | **Position ID:** | 000000035042 |
| **Employee Name:** | | **Company ID:** | 10700 |
| **Representation:** | OAS | **Budget Auth No:** | 589200 |

**Location:** Salem | DAS | Print Plant

**Supervisor:** Jolene Swint (Information Technology Administrator 1)

**Position:**

**Time Type:** Full Time

**FLSA:** Non Exempt

**Exempt Reason:**

**Overtime Eligible:** Yes

**Employee Type:** Permanent

## SECTION 2.  JOB DESCRIPTION SUMMARY

**Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.**

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

Enterprise Information Services
Enterprise Information Services (EIS) is a state government-wide information technology (IT) organization led by Oregon's State Chief Information Officer (CIO).  The State CIO is a statutory position, appointed by the Governor, and works closely with the State Chief Operating Officer (COO) and state leadership on adoption of statewide IT policies, standards, and governance. EIS has over 300 FTE and is funded by assessment and rates charged for the services provided.

EIS provides centralized oversight for enterprise-wide IT resource management, planning, policy, program development, project delivery and the establishment and maintenance of statewide IT standards. EIS provides training, and direction to ensure IT integrity, security, and consistency across state agencies by working closely with elected officials, political subdivisions, state agencies and IT leadership. The EIS team is built on collaboration, support, and accountability. We work together to ensure our customer agencies

receive the highest quality of service. We take pride in our work and look for ways to innovate. EIS is committed to hiring highly skilled, diverse and dedicated employees who will bring a unique skill set to the team. EIS is comprised of the following programs: Administrative Services, Cyber Security Services, Data Center Services, Data Governance and Transparency, Project Portfolio Performance, Shared Services, and Strategy and Design.

The Office of Data Governance and Transparency, led by the Chief Data Officer, provides leadership and policy to state agencies in managing data as a strategic asset, stewarding information, publishing open data, and in the management of privacy, security, and sensitivity of data. The Office of Data Governance and Transparency includes the Geospatial Enterprise Office (GEO), which coordinates with government agencies to develop and manage geographic information, and guides development of Oregon's GIS data standards; and the Oregon Transparency Program, which manages the Oregon transparency website and data.

b. Describe the primary purpose of this position, and how it functions within this program.  Complete this statement.  The primary purpose of this position is to:

The GIS Analyst works as part of a development team in responding to and supporting requests for geospatial data analysis, assists in the administration of the ArcGIS Online platform, provides customer support and
 assistance and works to develop relevant applications, webmaps, and other feature services.
This position is eligible for remote or hybrid work.

## SECTION 3.  JOB DESCRIPTION

**List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.**

20%-R-E

Planning:
•	Write and modify internal and external facing documentation to establish standard operating procedures, best practices, and examples for developing and interacting with geospatial data, software, and services.
•	Document data development / publishing workflows, scripts, and environment configurations for establishing shared knowledge and responsibilities.
•	Work with Team Lead and other team members to determine data priorities, automation pathways, and publishing mechanisms.
•	Contribute to overall State vision for geospatial data management, research tools, recommend improvements, and assist in technology choices and implementation plans.  Work with stakeholders to understand and assist with data needs.  Evaluate technical solutions and provide recommendations and approaches where needed.
•	Research and recommend new tools, libraries, and techniques for improving and adding to internal and external processes. Develop prototypes and proof of concepts for the selected solutions.  Communicate and present new ideas.  Participate in educational opportunities for improving skillsets and reaching a mastery of geospatial concepts, tools, and applicable programming languages.

35%-R-E

Construction:
•	Maintain and expand inventory of Statewide geospatial assets through efficient data management, development, publishing, and integration into Statewide portals.  Work with data providers to connect and integrate existing data or systems.  Configure datasets and systems to optimize data quality, size, and accessibility.
•	Assist in data construction through manual and automated processes using custom scripts, ETL, or other data pipeline tools and methods.  Identify and correct data topology errors, schema standards adherence, and coordinate system issues.

- Use cartographic best practices to create shareable maps, in both static and dynamic formats. Develop or configure custom apps and surveys in ArcGIS Online or related platforms to gather community data and organize feedback for various data initiative efforts.
- Assist in web and application development using Esri JS API or other map and visualization libraries. Write SQL to load or query content in relational databases. Develop dashboards for providing insight into data development and collection activities to key stakeholders. Utilize version control to track changes and develop software collaboratively. Participate in code / process review and assist in individual and team growth.

15%

Operations:
- Identify and resolve data duplication, data quality, and data security concerns. Inspect and identify metadata issues. Monitor and provide contingencies for service outages, performance degradation, and software errors.
- Assist in software troubleshooting, installs, and licensing. Respond to end user questions and assist community in consuming data endpoints into their own tools and software. Configure and provide ongoing maintenance of Statewide address geocoder.
- Assist in ArcGIS Online configuration, adoption / outreach, and maintenance. Add value to non-geospatial datasets or systems by incorporating GIS. Use GIS to design and implement workflows to solve complex problems.

30%-R-E

Customer Assistance:
- Assist users with account setup and management for ArcGIS Online and other geospatial software solutions. Provide support for customer requests including password resets, consultation on appropriate tools, and general technology troubleshooting.
- Interface with GIS and data community and present key topics and ideas. Contribute to technical blog posts. Meet with State agencies to inform and educate on methods for data consumption and interactivity. Gather and document feedback from community users for input on improving data processes, quality and access.

100%

## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. Team participation requires being prepared for all meetings, bringing issues and solutions for all the team to resolve, obtaining agreement through the use of consensus when appropriate, giving and receiving feedback, committing to support and help other team members, sharing in the leadership of the team and agreeing to buy-in and actively support decisions made by functional or problem solving teams.
Duties are performed in a hybrid work environment. While in the office, there is a cubicle office design resulting in on-going audible distractions. Requires the ability to work for extended times at a computer terminal with frequent use of common office technology, including phones, computers, and copy machines. Work includes long periods of remaining stationary. There are frequent short deadlines and timeframes for vacations may vary due to these deadlines. Occasional travel for meetings may be required and working in excess of normal duty hours.

Office environment with extensive use of office equipment including personal computers. Frequent travel to agency customers around the state. May include occasional overnight travel. Driver's license is required or satisfactory means of transportation. May involve working with highly sensitive and/or politically sensitive agency information. Requires high level of professional integrity with regard to agency customer information.

# SECTION 5.  GUIDELINES

**List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Oregon Revised Statutes; Oregon Administrative Rules; state business priorities, goals and objectives; state information technology-related policies and procedures; Oregon's Enterprise Information Resources Management Strategy; Federal and state agency regulations related data and/or data sharing; other data management standards as required by projects or initiatives; Oregon's Statewide Architecture and Standards as they are developed; DAS Strategic Plan; EIS Strategic and Section Plans; project and quality management principles; and DAS Internal Operating Policies and procedures related to contracting/procurement, personnel, budgeting, security; and various performance metrics and evaluation practices.
This position also requires familiarity with World Wide Web Consortium standards, FGIC Standards, and other geospatial data standards

**How are these guidelines used?**

They provide general guidance and policy directions, and framework to the incumbent who must interpret and apply them as necessary for each application.

# SECTION 6.  WORK CONTACTS

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

| Who | How | Purpose | How Often? |
|---|---|---|---|
| Data Development Team Lead, Geographic Information Officer and Chief Data Officer | In Person, by mail, email or telephone | Direction/guidance | Daily |
| Enterprise Information Services employees | In Person, by mail, email or telephone | Collaboration, coordination | Daily |
| Federal, state and local government GIS users | In Person, by mail, email or telephone | Coordination, consultation | As Needed |
| Software/hardware vendors | In Person, by mail, email or telephone | Consultation | Regularly |
| State agency employees, staff, research analysts | In Person, by mail, email or telephone | Coordination, collaboration | As Needed |

# SECTION 7.  POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

This position determines the best design, flow and tools to use in facilitating coordination and communication among the members of the GIS community. This position makes technical operational decisions involving file formats, presentation aesthetics, and graphic design. This position also makes decisions related to moderating the discussion forum and listservs, such as approving or rejecting postings and adding and removing members.

## SECTION 8.  REVIEW OF WORK

| Job Profile | Position ID | How | How Often | Purpose of Review |
|---|---|---|---|---|
| Information Systems Specialist 8 | | In Person, by mail, email or telephone | Daily | Team lead management and assignation of duties |
| Information Technology Data Administrator 1 | 1970122 | In Person, by mail, email or telephone | Daily | Formal evaluation of performance and feedback |

## SECTION 9. OVERSIGHT

**What are the oversight activities for this position?**

## SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

**List any knowledge and skills needed at time of hire that are not already required in the classification specification:**

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures.  Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities and requirements:
• Must be adept at navigating varied and sometimes conflicting interests of internal and external stakeholders. Demonstrated skill in making decisions and negotiating outcomes where complexity and conflict may exist.
• Demonstrated ability to consistently operate with high standards of ethics and accountability
• Demonstrated ability to work independently, be self-directed and perform duties with minimal oversight and supervision.
• Ability to effectively work remote with a distributed team as needed.
• Strong organizational skills
• Demonstrated ability to clearly and effectively communicate technical information to a non-technical community.
• Strong understanding of core geospatial concepts, including but not limited to: coordinate systems, topology, analysis methods, cartography, and data structures.
• Familiarity with Esri ecosystem, including but not limited to: ArcGIS Desktop, ArcGIS Pro, ArcGIS Server, ArcGIS Enterprise, and ArcGIS Online.
• Strong understanding of ArcGIS Online and integrated application lineup for developing data, performing field collection, visualizing complex data, and developing surveys.
• Experience in ArcGIS Online administration, account management, and settings.
• Experience publishing and consuming Esri geoprocessing services and locators.
• Understanding of relational databases with a working knowledge of writing SQL
• Working knowledge of GDAL for geospatial data translations.
• Strong desire to collaborate on projects and contribute to team growth through effective communication and code / process reviews.
• Desire to learn new technologies, pitch new ideas, build prototypes, and showcase your work to others.

## SECTION 11. BUDGET AUTHORITY

**If this position has authority to commit agency operating money, indicate the following:**

**Operating Area**              **Biennial Amount**              **Fund Type**

## SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

## SECTION 13. SIGNATURES

_____     _____
Employee                                     Date

_____     _____
Manager                                      Date

_____     _____
Appointing Authority                         Date