STATE OF OREGON
POSITION DESCRIPTION

**Service Type
of this position is:**
(Check one box only)

Agency: Oregon Department of Agriculture

Classified (C):
☒ Represented (fill in 1.j below)
☐ Unrepresented

Division: NRPA

This position description is for:
☐ A new position that is being established
☒ An existing position that is being revised
☐ No change – Annual review

SECTION 1. POSITION INFORMATION

a. Classification Title:	Information Systems Specialist 3	**b.** Classification No:	1483
c. Effective (Est.) Date:		**d.** Position No:	1731001
e. Working Title:	GIS Analyst	**f.** Agency No:	60300
g. Section Title:	Ag Water Quality	**h.** Budget Auth No:	
i. Employee Name:	vacant	**j.** Union Repr Code:	☒ SEIU

k. Work Location (City – County): Salem/Marion   ☐ AEE (E)

l. Supervisor Name: Marganne Allen

m. Position: check the one/s that apply	☒ Permanent	☐ Seasonal	☐ Limited Duration	☐ Double Fill
n. Position: check only the one that applies	☒ Full-Time ☐ Academic Year	☐ Part-Time	☐ Intermittent	☐ Job Share
o. FLSA: ☐ Exempt ☐ Non-Exempt	If Exempt: ☐ Executive ☒ Professional ☐ Administrative		**p.** Eligible for Overtime: ☒ Yes ☐ No	

SECTION 2. PROGRAM AND POSITION INFORMATION

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

The Geographic Information Services Unit is part of the Agricultural Water Quality Program. This unit is responsible for agency-wide products and services including but not limited to: preparation of program maps; Geographic Information System (GIS) analysis, products and data; custom maps, GIS and data products as requested. In addition, this group represents ODA on mapping and data uniformity issues with other governmental agencies.

The Agricultural Water Quality Program resides within the Natural Resources Program Area of the Oregon Department of Agriculture and supports its mission to ensure healthy natural resources, environment, and economy for Oregonians now and in the future through inspection and certification, regulation, and promotion of agriculture and food. In addition to supporting the department's mission, these programs help fulfill several objectives in the department's strategic plan, including a culture of compliance and support and excellence in customer service. The program is responsible to work with farmers and ranchers in Oregon to prevent and control water pollution from agricultural activities. The program works closely with soil and water conservation districts (SWCD) and other partners to conduct its work. The program's responsibilities include evaluating agricultural lands for compliance with rules through onsite inspections and other methods, using a progressive approach to achieve compliance, and when necessary revising and adopting new rules. The program is outcome-based and strives to provide farmers and ranchers with flexible options to comply with required outcomes and achieve the state's water quality goals.

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:

Provide production lead in the integration and use of spatial data in agency work using Geographic Information System (GIS) processes to produce high quality analysis and output. Promote and support appropriate collection, storage, integration and documentation of spatial data and providing GIS analysis to meet the needs of ODA. Works with the ISS6 ODA GIS Coordinator to provide analysis output, spatial data maintenance and support meeting ODAs standards, policies and requirements. Provide input to insure enterprise-wide consistency in business practices as they relate to spatial data and GIS. Evaluate requests for GIS analysis and work with unit manager and GIS Coordinator. Evaluate new and existing software to analyze the possibilities of providing consistent functionality to meet ODAs needs.

SECTION 3. DESCRIPTION OF DUTIES

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 – for ADA purposes.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

Be a respectful member of a team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values and behaviors.

% of Time	N/R/NC	E/NE	DUTIES
Note:	*If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*		
50	N	E	Customer Assistance (Complexity Level 2)
			• Answers both routine and unique GIS questions, in-person and remotely, from agency and key external users (ex: Soil and Water Conservation Districts) and diagnoses problems.
			• Helps users and answers unusual or less common questions which may be referred from program GIS leads.
			• Tracks and reports progress. Assists users with reporting.
			• Assists in the development of training for GIS applications, spatial data systems, processes and standards.

			• Conducts formal and informal training in the use of GIS applications, spatial data systems, processes and standards. • Produce publications, technical reports, internal communications, videos, and community presentations using spatially enabled data, ArcGIS and presentation software. • Perform custom spatial data analysis utilizing data from various resources and platforms delivering results throughout the enterprise. • Perform ad-hoc spatial data analysis, providing graphics and reports whose results impact decisions including funding. • Develop and provide training to customers in the use of specific plotting equipment. • Attends seminars and meet with manufacturers' representatives to stay current with GIS technology. • All Customer Assistance activities may require traveling to customer sites and the use of state vehicles, a valid driver's license and acceptable driving record is required.
30	N	E	Operations (Complexity Level 2) • Keeps day-to-day operations going through user support. • Operates in a mixed environment with multiple hardware and applications software standards. May have mixed data bases and share data with other entities. • Serves customers in remote locations with a lower standard of network infrastructure and a moderate number of devices. • Using geospatial software develop, document and support GIS computer programming in the automation of business practices. • Using geospatial software, produce custom data analysis, maps, and reports for the agency. • Writes how to do documentation and maintains data dictionary.
15	N	E	Construction (new) (Complexity Level 1) • Analyze new and proposed GIS software, evaluating its ability to be modified and utilized to meet business requirements. • Assist in conducting research to analyze the impacts of new software versions on business processes. Assist in the design and implementation strategies. • Provide business and data analysis services supporting customers in developing and maintaining local spatial database solutions. • Assist and support the implementation of disaster back-up procedures, which will provide critical data and application security. • May represent ODA's GIS spatial data on various groups deciding data sharing and usage as backup to ODA GIS Coordinator.
05	R	NE	**Other Duties:** Conducts other activities pertaining to functions of the department as assigned.

			Customer Service: Demonstrates and fosters an attitude of being open and friendly to agency customers. Works to find ways to help customers solve problems. Educates customers on the values of required actions. Assists customers in complying with existing regulations and procedures, etc. **Work Environment:** Demonstrates the ability to appropriately handle stress and interact with others, including co-workers, stakeholders, and the public.

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.

This position occasionally works extended hours and has frequent exposure to computer terminal for long periods. Occasional overnight travel will be required to support users and represent the program and its interests at various seminars and conferences. Requires valid driver's license and acceptable driving record.

SECTION 5. GUIDELINES

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

Oregon Revised Statutes, Oregon Administrative Rules, Department of Agriculture Rules and Procedures, Executive Department Policies and Procedures, Department of Agriculture Nonpoint Source Pollution Control Action Plan, Federal Clean Water Act Statutes and Procedures, Coastal Zone Management Act and Coastal Nonpoint Pollution Control Plan, Coastal Salmon Recovery Plan and Work Plan.

Other guidelines include USGS Standards for Digital Data, OGIC GIS Standards and Procedures

b. **How are these guidelines used?**
These guidelines direct the manner in which work assignments are performed and specify regulatory requirements that are to be met. The manuals provide direction for GIS data development and operations. The OGIC standards provide documentation and accuracy guidelines.

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 Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
ODA: Natural Resource Program Area Director	Phone, virtual, written, in person	Info exchange/work	As needed

Director's office	Phone, virtual, written, in person	Info exchange/work	As needed
Water Quality Program Manager	Phone, virtual, written, in person	Info exchange/work	As needed
Agency GIS Coordinator	Phone, virtual, written, in person	Info exchange/work	As needed
Agency staff	Phone, virtual, written, in person	Info exchange/assistance	As needed
Other: Fed, state, local agency staff	Phone, virtual, written, in person	Information exchange & data avail.	As needed
General public	Phone, virtual, written, in person	Information exchange & data avail.	As needed

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SECTION 7. POSITION RELATED DECISION MAKING

a) Describe the typical decisions of this position.

This position functions as a member of the Geographic Information System (GIS) unit which provides standard and custom support, data, analysis and products for many ODA functions. Spatial data quality assessments, quality control and documentation are critical.

b) Explain the direct effect of these decisions.

Improper analysis may affect funding and decision making in other programs. World Wide Web Internet and Intranet development knowledge is required. Accurate spellings, text placement and output quality are critical.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position No.	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Water Quality Program Manager (PEMD)	0557890	In person, written, phone, video conference	Daily, weekly, annual, other as needed	Short-term review of progress in task accomplishments, discussion of important issues. Regular basis as appropriate, progress report updates, discussion of important issues. Job performance is reviewed annually for achievement of program objectives.
ISS6	0719930	In person, written, phone, video conference	As needed	Problem solving, technical instructions

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SECTION 9. OVERSIGHT FUNCTIONS FOR *MANAGEMENT SERVICE SUPERVISORY (MMS)* POSITIONS ONLY

NOT APPLICABLE FOR THIS SERVICE TYPE

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

➢ This position must maintain a valid driver's license and ability to drive.

Preference will be given to candidates with an extensive knowledge and understanding of:

Requires skills or knowledge in web-based GIS technologies (ArcGIS software), automated mapping, computer programming, surveying, math, geography, printing and photo reproduction, microcomputers, report generation, and public relations. Knowledge of cartographic procedures and principals are necessary. An understanding of database development and data retrieval from databases is required. Good oral and written communication skills are important.

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

Operating Area *(Personal Services; Services & Supplies; Capital Outlay)*	Biennial Amount ($00000.00)	Fund Type *(General; Other; Federal; Lottery)*
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart.
Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date

_____	_____	_____
Appointing Authority Signature	Date	Printed Name of Appointing Authority