

**CLASS SPECIFICATION**

03/12/2026

GEOGRAPHIC INFORMATION SYSTEMS ANALYST, 7249

Summary of Duties: A Geographic Information Systems (GIS) Analyst performs a variety of entry-level professional duties in designing, developing, analyzing, implementing, maintaining and providing support of complex, state-of-the-art spatial and geographic information systems, applications and databases used to generate maps, reports, files and other informational requirements of City departments and bureaus, other government agencies and the public; may act as lead worker to staff engaged in GIS duties; performs other related duties as assigned.

Class Characteristics: Geographic Information Systems Analyst is the entry-level to the professional GIS class series. Working independently or as a team member, GIS Analysts use computer mapping, graphics, database and applications to enable City departments to meet their operational and public service requirements efficiently and effectively. Assignment requirements are clearly identified and can be satisfied by following established methods, practices and precedents. As experience is gained, assignments increase in complexity. Incumbents in this class must show cartographic design capability in creating maps/mapping applications. The purpose of this class is to assist in producing a work product and further develop the employees' knowledge and skills relating to spatial and geographic information systems. An incumbent may be appointed to positions that perform the relatively more difficult assignments and may assume full lead responsibility for the work of entry-level professional or paraprofessional subordinate staff members.

Examples of Duties:

- Creates traditional and digital maps using established cartographic principles;
- Uses GIS and related software and hardware in conjunction with GIS data management systems, in the generation of maps, reports, files and other informational resources for use by City departments and boards, other agencies and the public;
- Manages and creates spatial data from non-spatial data sources using the applicable software and geoprocessing tools in conjunction with ensuring that the source data is from a reliable or official source;
- Transforms spatial data between coordinate systems and troubleshooting distortions;
- Performs maintenance on existing applications through a predefined user interfaces;
- Provides GIS database maintenance to ensure data integrity by updating records, cleaning data, indexing, resolving errors, and performing backups. Maintenance can be provided through the application interface or by directly interacting with the relational database management system;

- Uses a or the versioned database system by checking out and reconciling edits to resolve conflicts;
- Performs modeling and/or data process automation using Model Builder inside of the desktop application to automate data workflows using various geoprocessing tools;
- Develops and maintains web maps on SaaS and Non-SaaS cloud systems while understanding map creation, understanding of roles based access, credit usage, and public sharing SOPs;
- Configures predefined widgets used in web mapping applications by defining queries and spatial datasets;
- Creates storymaps which includes the designing, embedding geospatial content, and configuring user navigation to display complex concepts and data to the public;
- Creates reports based on GIS analysis including presentations and written summaries, charts, maps by compiling information and presenting that information in a written format;
- Creates data dashboards for internal use from a pre-defined template within the dashboarding application to provide interactive visualizations of GIS data through charts and graphs that contain query functions;
- Develops spatial queries to be used on various types of GIS data using various query languages/structures including but not limited to arcade, python, SQL;
- Provides assistance to the public at permit or public information counters by assisting with complex inquiries and advanced spatial searches, which requires the ability to provide excellent customer support and appropriate communication and messaging skills;
- Performs spatial data transformation involving the conversion of spatial datasets to different formats, coordinate systems, or structures by reprojecting data;
- Provides assistance at the EOC (Emergency Operations Center) by providing real-time GIS data and performing analysis, creating situational awareness maps, tracking resources, analyzing impacted areas, and updating dashboards;
- May act as lead worker to other GIS Analysts and/or other subordinate personnel;
- May answer questions regarding applications and operations;
- May train entry-level professional or paraprofessional subordinate staff;
- May act for the supervisor during the supervisor's absence and assist in assigning, reviewing, and providing support to subordinate staff;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Requirements:

1. A Bachelor's degree in Geography or GIS from an accredited college or university;
or
2. A Bachelor's degree in Computer Science or a closely related field such as Environmental Sciences or Computer Science, with a GIS Certificate from an accredited college or university, which includes at least *12 semester units in GIS specific classes*; **or**
3. Two years of full-time paid experience with the City of Los Angeles in the class of GIS Technician.

License: As a condition of employment, a valid Class C driver's license issued by the California Department of Motor Vehicles (DMV) is required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.