

Classification Information Technology Specialist I	Position Number 814-300-1402-229	Location Sacramento (Headquarters)
Division/Branch Office of Technology Services/ Information Technology Branch	Supervisor's Classification Information Technology Manager I	Collective Bargaining Identification Designation (CBID) R01
Conflict of Interest Disclosure: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Incumbent (If filled) VACANT	

Job requires driving automobile: In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES (Check One) Managerial Supervisory Lead Person None

Direct Supervision Exercised:		Indirect Supervision Exercised:	
No. of Employees	Classification Title	No. of Employees	Classification Title

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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Description of Duties (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
30%	<p>Under the direction of the Information Technology Manager I, the Information Technology Specialist I oversees enterprise Geographic Information System (GIS) strategy and operations for the department. This includes infrastructure, database management and administration, data structure and metadata development, system administration, GIS software selection and management, project management, training, and user group oversight. The IT Specialist I will lead the tactical and operational implementation of GIS components for DPR initiatives (e.g., analysis, mapping, application configuration and deployment, geodatabase development). The IT Specialist I will provide strategic and program management, ensuring the enterprise GIS goals are prioritized, implemented, and managed.</p> <p><u>ESSENTIAL FUNCTIONS:</u> GIS Administration and Implementation Oversees all components of DPR’s GIS environment including but not limited to, enterprise agreements; software and hardware including upgrades, patches, and migrations; infrastructure such as server and database administration including development, management, and monitoring; ArcGIS Online management and administration; and licensing across all GIS users and tools. Develops and maintains centralized databases and servers to store essential data for GIS capabilities. Acts as the lead GIS liaison and representative for DPR during engagements with other agencies, vendors, and other organizations. Acquires and processes GIS data, maps, and reports that align with the Departmental operations, policies, and standards. Creates custom maps and keeps them up to date, as needed based on analysis of available information and desired outcomes.</p> <p>Uses geographic information and other data to perform advanced GIS implementations including developing maps and reports to visually communicate DPR data and to perform visual analyses. Tools may include ArcGIS Desktop, ArcGIS Online, ArcGIS Enterprise, Microsoft SQL, or Oracle as well as utilizing ArcGIS extensions, apps, and developer tools.</p>
20%	<p>GIS Program Support: Provides technical support and training to staff across the departments who are using GIS-based tools. Develops online spatial data, web maps, and web mapping applications using ESRI toolkits. Uses industry-standard methods and techniques to edit and manage data integrity for creating new GIS layers from tabular data. Researches, identifies, and compiles data using local, state, and national data sources and conducts analyses to support the Department’s programs.</p>
20%	<p>Automation and Data Visualization Leverages automation methods and tools such as Power Automate to enhance processes and flows. Uses scripting languages such as Python to enhance workflows and procedures. Builds repeatable and templated pipelines to standardize outcomes. Supports the integration of GIS with Microsoft Power BI and SharePoint. Designs and builds spatial dashboards that combine maps with KPIs, trends, and filters for programs. Ensures accessibility compliance, consistent symbology, intuitive legends, and mobile-friendly layouts.</p>

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Percent of Time	Activity
10%	<p>GIS Standards and Governance Develops and maintains standards across the department regarding GIS activities, including developing standardized processes as well as centralized repositories and workflows to ensure data and process is consistent across the organization through an authoritative source of truth. This also includes developing and maintaining standard operating procedures across the programs, governance and workflow processes to post and maintain data; metadata standards development and maintenance; access control procedures; and change control processes. Assists in developing policy around GIS usage.</p>
10%	<p>GIS Strategy and Oversight Provides direction to the GIS team and GIS users, ensuring that projects align with the department's mission and goals. Implements goals identified in the GIS Needs Assessment and DPR's Strategic Plan while adhering to State and Agency policy and directives. Updates and develops new strategic plans and GIS specific workplans as needed. Oversees and leads overall direction of the GIS Workgroup. This includes staffing, program support, and work delegation across the workgroup, and working with department sponsors to ensure participation and prioritization are aligned. Participates in trainings, events, and knowledge development. Keeps up with the latest GIS trends and technologies.</p>
5%	<p>Project Management Coordinates and oversees enterprise-wide or multi-branch GIS projects including developing and managing plans, tasks, schedules, budget, and workloads. As a project manager, uses appropriate project management principles and methodologies to ensure schedules are maintained and the project is communicated and documented appropriately. During projects, conducts meetings, develops minutes, assigns and manages tasks, and relays progress and roadblocks with sponsors, as needed.</p>
5%	<p><u>MARGINAL FUNCTIONS:</u> Performs other duties as assigned within the scope of the classification.</p> <p><u>WORKING CONDITIONS:</u> Performance of these duties requires the use of computers, infrastructure hardware, networks, databases, electronic mail (both internal and external), voicemail, and the Internet.</p> <p>May occasionally work evening or weekend hours in response to system outages/recovery, maintenance, or upgrade activities.</p> <p>Occasional statewide travel on short notice may be required to support regional office locations. Travel may require overnight stays, driving, and flying.</p> <p><u>CRITICAL JOB COMPETENCIES:</u> Communication: Facilitates open exchange of ideas and opinions; actively listens; effectively uses email to communicate with customers and co-workers; makes clear and convincing oral presentations to individuals or groups; informs, persuades, builds consensus; selects and uses appropriate</p>

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	<p>communication approach.</p> <p>Self-Motivation: Demonstrates a bias toward optimism and maintains sense of humor; views mistakes as opportunities for growth/positive learning experiences.</p> <p>Flexibility/Adaptability: Readily integrates changes midstream into work processes and outputs; demonstrates openness to new organizational structures, procedures, and technology; shifts gears comfortably.</p> <p>Teamwork: Facilitates and maintains cooperative working relationships; works toward accomplishment of group goals; values and encourages the input and expertise of others; fosters commitment, team spirit, pride, and trust.</p> <p>Technical Credibility: Understands and appropriately applies procedures, requirements, policies, and technology; possesses up-to-date knowledge in the profession, and accesses other expert resources when appropriate.</p> <p>Customer Service Orientation: Maintains cordial, effective professional working relationships with all those contacted during the course of work; readily adjusts priorities in response to changing client needs; balances the interests of a variety of clients; puts in place systems and processes to ensure clients receive high quality information, that their feedback is acted upon, and that their complaints are handled effectively. Develops trust and credibility with the client.</p>