



# *Provincial Job Description*

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***TITLE:*** (426) Geographical Information System Analyst      ***PAY BAND:*** 17

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***FOR FACILITY USE:***

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## ***SUMMARY OF DUTIES:***

Responsible for development, implementation and maintenance of a geographic information system (GIS) including the Comprehensive Community Information System (CCIS) to support public health and population health issues.

## ***QUALIFICATIONS:***

- ◆ Baccalaureate degree in Geography or Computer Science

## ***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Advanced knowledge of GIS applications
- ◆ Advanced project and program management skills
- ◆ Advanced communication skills
- ◆ Advanced organizational skills
- ◆ Advanced interpersonal skills
- ◆ Advanced decision making, analytical and problem solving skills
- ◆ Ability to work independently
- ◆ Ability to lead and coach others
- ◆ Valid driver's license, where required

## ***EXPERIENCE:***

- ◆ **Previous: Twenty-four (24) months previous experience using GIS applications (e.g., ESRI [Environmental Systems Research Institute]), GIS products (e.g., Arc View, Arc Editor), GPS [Global Positioning System] units, Microsoft Excel, Microsoft Access).**

## ***KEY ACTIVITIES:***

### **A. GIS Support**

- ◆ **Provides assistance to staff and external partners to determine and convert needs into an effective GIS component.**
- ◆ **Provides geospatial analysis, interpretation and data products to staff and partners to support the research, analysis and evaluation of population and public health issues.**
- ◆ **Assists with the implementation of special projects including GIS requirements, design, development, final testing and monitoring.**
- ◆ **Produces complex and sophisticated multi-layered maps and other spatial data products for a wide variety of applications and end users.**
- ◆ **Provides technical expertise to users to resolve problems and assist with ongoing development.**
- ◆ **Provides assessment of user needs and training.**

### **B. GIS Management**

- ◆ **Creates, collects, edits, reformats, verifies, maintains and updates geospatial datasets.**
- ◆ **Acts as the primary resource for operation and maintenance of all GIS applications and geospatial datasets.**
- ◆ **Designs and constructs spatial databases and models (e.g., converts, migrates and manages data).**
- ◆ **Develops methods and procedures to facilitate collection, updating and distribution of data.**
- ◆ **Writes scripts, builds models and performs customizations to automate geoprocessing tasks and streamline workflow.**
- ◆ **Prepares and manages detailed metadata.**
- ◆ **Provides spatial analysis and presentation of data to support research, analysis and evaluation of population health issues.**
- ◆ **Troubleshoots hardware and software problems.**
- ◆ **Ensures compliance with privacy and security policies and procedures.**

**C. Development / Operation / Maintenance**

- ◆ **Coordinates GIS application development and systems integration provided by outside service contractors for the CCIS.**
- ◆ **Troubleshoots, maintains and operates the GIS systems for the CCIS (e.g., inputting and correcting data, determining format, researching data conversions, establishing data specifications, updating sources, ensuring data integrity).**
- ◆ **Provides input into development and enforcement of CCIS operating policies and procedures.**
- ◆ **Establishes, documents and enforces GIS standards.**
- ◆ **Prepares written reports on GIS activities.**
- ◆ **Makes recommendations regarding purchases of hardware and software products.**
- ◆ **Assists in the review of vendor contracts.**

**D. Related Key Work Activities**

- ◆ **Assists in identifying new partners for CCIS.**
- ◆ **Participates in presentations and responds/provides information regarding GIS and CCIS to interested parties**
- ◆ **Represents the health authority at selected meetings to provide technical expertise on GIS and CCIS ongoing development.**

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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***Dated: December 14, 2021***