



Provincial Job Description

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

FOR FACILITY USE:

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:

- ◆ Bachelor degree in Geography or Computer Science

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced knowledge of GIS applications
- ◆ Advanced project and program management skills
- ◆ Advanced interpersonal, communication and organizational 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 needs 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 (e.g., Medical Health Officer, Researchers, directors/managers, external partners).**
- ◆ **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, update 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 (e.g., Public Health Services Departments [PHS], Health Regions, external partners).**
- ◆ **May represent the health region at selected meetings to provide technical expertise on GIS and CCIS ongoing development.**

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

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

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Dated: September, 2009