



**COUNTY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
INVITES APPLICATIONS FOR THE
POSITION OF:**



LAFCO GIS Analyst

SALARY

\$26.31 - \$38.94 Hourly
\$4,559.78 - \$6,750.35 Monthly
\$54,717.31 - \$81,004.14 Annually

THE POSITION



The Riverside Local Agency Formation Commission (LAFCO) has an opportunity for a LAFCO GIS Analyst position located in Riverside. The incumbent will perform Geographic Information System (GIS) system analysis, create new databases, combine multiple layers and portions of layers into new combinations and configurations, work closely with LAFCO staff to deliver customized GIS products and services that meet the needs of the LAFCO Commission, and perform other related duties as required.

The LAFCO GIS Analyst is a journey level classification and reports to the Assistant Executive Officer – LAFCO. Incumbents perform a variety of activities and operations associated with GIS database development and maintenance using standard GIS tools and other Environmental System Research Institute (ESRI) products. Additionally, incumbents may perform a variety of professional data research, compilation and review duties.

Competitive candidates will have experience operating ArcGISPro, operating other GIS software (Esri, ArcMap, ArcGIS Online and Windows Professional), and possess familiarity with local government, LAFCO, and/or city municipalities. AutoCAD, surveying experience, and experience reading maps and legal descriptions is highly competitive. Additionally, experience using Google Earth or Google Earth Pro is desired.

Meet the Team!

The [Riverside Local Agency Formation Commission \(LAFCO\)](#) is an independent agency established by state law to regulate boundaries for cities and special districts, and plan services areas for all local agencies, and provides for service reviews of agencies within Riverside County.

EXAMPLES OF ESSENTIAL DUTIES

- Maintain, update and develop information attributes and spatial layers of GIS data.
- Perform quality control processes on GIS and attribute information.

- Provide GIS technical services and expertise to LAFCO.
- Perform research in support of assigned proposals and assist with preparing a description of proposal for placement in legal notices.
- Assist with the review of application materials for compliance with state law and the California Association of Local Agency Formation Commissions (CALAFCO) requirements; ensure compliance with California Environmental Quality Act (CEQA).
- Assist in preparing research for reports and/or presentations to the CALAFCO and other organizations.
- Collect and compile information; prepare written reports, maps and illustrations; assist in updating and maintaining the LAFCO website.
- Consult with end users, applicants and staff to determine GIS and system information needs.
- Work with staff at all organizational levels in project development; develop project work plans/schedules and monitor project resources, including staff time, proposal work and budget targets.
- Prepare technical documentation including data specifications, meta-data, user requirements, and procedures.
- Create cartographic and other products using GIS software, relational and object databases utilizing plotters, printers, digitizers, scanners, and internet applications.
- Operate a variety of GIS software including ESRI – ArcMap, ArcGISPro, ArcGIS Online and Windows Professional.
- Provide information and assistance to the public and a variety of public agencies through the use of GIS products and services.
- Prepare various graphic maps, diagrams, exhibits, and spatial layers with GIS data utilizing GIS related software for staff reports and special studies.
- Familiarity with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and the CALAFCO is highly desired.

MINIMUM QUALIFICATIONS

OPTION I

Experience: Four years of sub-professional or professional GIS experience. (Completion of GIS, automated mapping, land surveying, geography, cartography, or computer science related coursework from an accredited college or university may substitute for up to two years of the required experience on the basis of 30 semester or 45 quarter units equaling one year of experience.)

OPTION II

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in computer science, geography, cartography, or a closely related field to the assignment.

ALL OPTIONS

Knowledge of: Geography, geographic information systems, mathematics, including the principles of algebra, geometry, trigonometry, and statistics as applied to GIS related work; automated drafting techniques; map design and cartography; survey principles and methods.

Ability to: Apply techniques and practices involved to complete assigned GIS work and projects; perform mathematical computations; tabulate and analyze data and prepare reports and maps; read and interpret legal descriptions, engineering drawings, survey notes, and tract descriptions; keep clear and accurate notes; do simple drafting, understand and follow oral and written directions; work cooperatively with others.

Other Requirements:

License: Possession of a valid California Driver's License is required.

Physical Requirements: Lift, move, and carry boxes up to 10 pounds.

APPLICATION PROCESS

Read this posting for instructions on how to apply. For specific questions regarding this position, contact the recruiter. Postings may close at any time without notice.

All employment offers are contingent upon successful completion of a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, including fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

REQUIRED PROBATIONARY PERIOD - As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

The County of Riverside is an Equal Opportunity Employer. It is the policy of the County of Riverside to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non job-related factor.

REASONABLE ACCOMMODATIONS - The County of Riverside is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter for the position noted above. For additional information and/or to obtain the appropriate form for requesting a reasonable accommodation, please visit the Disability Access Office web page located at: <http://dao.rc-hr.com/>.

SUPPLEMENTAL INFORMATION

Veterans' Preference

The County of Riverside has a Veteran's Preference Policy. Upload a copy of your (or your spouse's) Member-4 Form DD-214 (or NGB-22) indicating dates of service, and a copy of your spouse's letter of disability (if applicable) with your application. For privacy reasons, it is recommended that you remove your social security information from the document(s). A Human Resources Representative will review the materials and determine if you qualify for veterans' preference.

Degree Verification

Prior to the closing date, upload a copy of any license(s), official/unofficial transcript(s), degrees, and/or related employment documents to your NeoGov account. If your education was completed outside of the United States, you will need to provide a copy of your Foreign

Education Equivalency evaluation from a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE).

What's Next

This recruitment is open to all applicants. Applicants who are current employees of Riverside Local Agency Formation Commission (LAFCO) may be considered before other applicants depending on the volume of applications received. Applications received prior to the closing date will be considered based on the information submitted. Changes or alterations cannot be accepted. No late applications will be permitted. Based on the number of applications received, this posting may close without notice. *A list of eligible candidates will be established to fill current and future vacancies throughout Riverside County.*

Reasonable Accommodations

The County of Riverside is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter for the position noted above. For additional information and/or to obtain the appropriate form for requesting a reasonable accommodation, please visit the Disability Access Office web page located at: <http://dao.rc-hr.com/>.

APPLY ONLINE AT:
<http://www.rc-hr.com>

County Admin. Center P.O. Box 1569, 4080 Lemon St., 7th
floor
Riverside, CA 92502-1569

LAFCO GIS ANALYST
Amanda Campos

Issue Date: 10/25/21

Note: Riverside County does not accept paper resumes or employment applications.

LAFCO GIS Analyst Supplemental Questionnaire

- * 1. I understand the physical requirements of this position as stated in the job posting, and I am willing and able to perform these duties with or without a reasonable accommodation.
 - Yes
 - No
- * 2. Do you possess a valid California Driver's License?
 - Yes
 - No
- * 3. Please select the option that best describes your level of completed education in GIS, automated mapping, land surveying, geography, cartography, or computer science related coursework from an accredited college or university.
 - None
 - 30 semester or 45 quarter units
 - 60 semester or 90 quarter units
 - Bachelor's Degree
 - Master's Degree or higher
- * 4. How many years of sub-professional or professional GIS experience do you possess? Please include all relevant experience in your application.
 - None
 - Less than twelve months
 - One year or more, but less than two years
 - Two years or more, but less than three years
 - Three years or more, but less than four years
 - Four years or more

- * 5. How many years of experience do you possess operating other GIS software (Esri, ArcMap, ArcGIS Online and Windows Professional)? Please include all relevant experience in your application.
 - I do not possess training in these programs.
 - Less than twelve months
 - One year or more, but less than two years
 - Two years or more, but less than three years
 - Three years or more, but less than four years
 - Four years or more
- * 6. What is your level of experience operating ArcGISPro?
 - I do not possess training in this program
 - Beginner
 - Intermediate
 - Advanced
- * 7. Are you familiar with LAFCO, local government, city municipalities, or special district agencies?
 - Yes
 - No
- * 8. Do you possess any AutoCAD, surveying experience, and/or experience reading maps and legal descriptions?
 - Yes
 - No
- * 9. How many years of experience do you possess using Google Earth or Google Earth Pro?
 - I do not possess experience in these programs
 - Less than twelve months
 - One year or more, but less than two years
 - Two years or more, but less than three years
 - Three years or more, but less than four years
 - Four years or more
- * Required Question