



City of Glendale

Employment Opportunity

IT APPLICATIONS ANALYST/ GIS (GEOGRAPHIC INFORMATION SYSTEMS) ****SUPPLEMENTAL APPLICATION REQUIRED****

OPEN EXAMINATION - ONE YEAR PROBATIONARY PERIOD

SALARY \$6,554 - \$8,144 per month (An 8% PERS contribution is deducted from the listed salary for employee's retirement benefits.)
FLSA-Exempt

FILING PERIOD Open/Continuous Examination. Recruitment may close at any time.

THE POSITION

This mid-management position performs highly technical analytical work in the development, testing and implementation of computer applications and/or selection, deployment, and support of commercial off-the-shelf software (COTS) and exercises consistent discretion and independent judgment under periodic or general supervision. **Essential functions include, but are not limited to, the following:** Provides strategic direction in GIS application development and selection. Oversees implementation of GIS applications and processes within City departments. Oversees the development or integration of systems to ensure continuity and compatibility with other systems and projects. Works with end user to develop and document requirements for application development or selection. Works in a collaborative environment to design, develop, deploy, test, support and/or maintain computer applications based on identified business needs of end user(s). Participates in the review process of application and system design and/or selection to ensure compliance with established system requirements and City standards. As necessary works with networking/hardware staff on installation, maintenance and support of applications. May supervise, train and direct activities of subordinate technical personnel. May review and evaluate employees' job performance and effectively recommend personnel action. Assists in the preparation and monitoring of the section budget and contracts. This position possesses specialized and highly technical knowledge of application development practices. Leads and coordinates development teams, projects of significant budget and duration, and citywide committees. Acts as a business analyst to divisional management regarding application development, deployment and management. Establishes and enforces development and technical standards citywide. Incumbents may develop application work plans and technical documents including system architecture, conversion, integration, testing implementation for citywide projects or complex systems. Prepares detailed project plans and assigns activities to team members, monitors and reports on project status to management and customers. May prepare and present formal written and oral reports to City Manager, City Council, division heads and other government agencies. Represents City to other government agencies and the general public. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner. Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Knowledge, Skills, Abilities

Knowledge of: computer operating systems; desktop applications commonly used in business; English grammar usage, spelling, punctuation, and business vocabulary; specific computer programming language(s), database design, application integration and/or specific government computer applications. Knowledge of surveying techniques, GPS, spatial analysis, topography, GEO coding, Geodatabases, and address maintenance is highly desirable.

Knowledge of and skill in good customer service practices.

Ability to: communicate effectively in English; develop the necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period; effectively train others; establish and maintain smooth and effective working relationships; foster a teamwork environment; handle confidential information with discretion; install, configure, support and troubleshoot computer applications; read, write and comprehend directions in English; use computer equipment; review and evaluate employee's job performance; effectively supervise subordinates; lead, coach, instruct and motivate employees; organize, schedule and assign workload among employees; conduct long-term planning and scheduling of a project and/or program; develop and administer a budget; coordinate groups of people and/or resources effectively.

Familiarity with computer programming language(s), such as SQL, Visual Basic, C/C++/C++, HTML, and Java.

OTHER CHARACTERISTICS

Willingness to: work overtime as requested; assume responsibility for maintaining a safe working environment

EXPERIENCE

Five years recent experience in the management of programming and/or implementation of government or business computer applications OR five years recent experience in the programming and/or deployment of highly complex business applications. Two years managing/supervising personnel in a technical environment is desirable. GIS experience is highly desirable.

EDUCATION/TRAINING

Graduation from high school or attainment of GED or CHSPE certificate and coursework or on-the-job training in computer programming languages, database development, software selection and deployment, and/or networking. A Bachelor's degree in geology, civil engineering or a related field and a GISP certificate are desirable.

LICENSE

Valid California Class C Driver's License is required.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

SELECTION PROCESS

The examination will consist of an evaluation, supplemental application, and an oral, with the evaluation and supplemental application as a qualifying step and the oral 100%. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. The selected candidate will be subjected to a background check including Livescan fingerprinting. **TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED.** The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

City of Glendale

Substantial Benefits - Salaried Employees

Promotional Opportunities - Retirement Benefits - Vacation - Holidays - Sick Leave - Health & Dental Plans - and others

WHERE AND HOW TO APPLY

Applications must be filed at the Human Resources Department, 613 East Broadway, Room 100, Glendale, California 91206, before the final filing date stated on this employment announcement. Unless otherwise indicated, mailed applications must be postmarked by midnight of the final filing date. Late applications will not be accepted. Jobs that have "No set filing date" may be closed at any time without prior notification. Office hours are 7:30 a.m. – 5:30 p.m., Monday – Thursday and 8:00 a.m. – 5:00 p.m. on Fridays.

An official City application is required for all positions. Application materials may be obtained from the City of Glendale Human Resources Department by calling (818) 548-2110. You may also email your request to COG_HR@ci.glendale.ca.us.

ADDITIONAL EMPLOYMENT INFORMATION

Age: Some classifications may have specific age requirements.

Citizenship: Is NOT a requirement unless so stated. Non-citizen applicants must have alien registration receipt card.

Driver's License: When so stated on the reverse side of this bulletin, a valid California driver's license of a specific class will be required at all times during your employment in this classification.

License must be presented and verified before your name can be certified from the eligible list. Individuals in certain positions may be required to obtain a license at a later date as a condition of employment.

Eligible Lists: Names of persons who successfully pass all sections of the examination are entered in order of their total scores on an eligible list for the class of position for which the examination is given. Three names are certified by the Civil Service Commission to the departments of City government whenever there is a vacancy to be filled. An open eligible list is valid for a minimum of one year and a maximum of two years. Promotional lists are valid for two years. An open list may be cancelled any time it is over one year old, or less than three names remain on the list.

Examination: Open competitive examinations are open to any person who meets the minimum requirements as stated on this bulletin. All applications filed will be reviewed, and those persons who do not appear to be qualified will be rejected and will be so notified prior to the time of the examination. Applicants must pass each section of the examination with a score of 70.00 or better. Promotional eligibility is extended to permanent City employees who have completed their probationary period by the final filing date and who meet the minimum requirements stated on the bulletin.

Promotional Examination Process: Some exams are designated as promotional and limited to current city employees only. Any City of Glendale employee who meets the minimum qualifications for this position, has completed probation or six months of City employment, and is occupying a permanent full-time classification on file in the Human Resources office. Hourly City employees may be considered, provided that they furnish proof of continuous employment immediately preceding the final filing date, which would equal a minimum of six months of full-time service or 1040 part-time hours (Civil Service Rule VIII 4-E). Please check the front of the bulletin for promotional eligibility. Applicants selected to compete in the examination process must pass each section of the examination with a converted score of 70.00 or better.

Examination Appeal Period: All appeals regarding perceived unfairness or lack of job relatedness of any examination must be filed in writing in the Human Resources Department by the end of the third work day immediately following the examination and before results of the examination are published. (Civil Service Rules & Regulations, Rule IV, Section 13).

Pre-Placement Medical and/or Psychological Examination: Candidates considered for appointment must pass a pre-placement medical examination, which includes a drug/alcohol screening test. The pre-placement medical examination, which is based on the occupational health standards of the position, is to determine whether the eligible candidate is physically and/or psychologically capable of performing the essential functions and duties of the position before being appointed to that position.

Probationary Period: Unless otherwise stated on this bulletin, permanent employees must successfully complete a probationary period of six months.

Veteran's Preference: Is given for Open entrance level classifications. Veterans, the unmarried widow or widower of a veteran, disabled veterans and the spouse of a disabled veteran who have received a passing score on the examination are entitled to additional points as determined by the Civil Service Commission. To claim preference, proof of military service (DD214 or equivalent) must be submitted by the final filing date.

For the latest in job opportunities with the City of Glendale, visit www.ci.glendale.ca.us or call the Job Hotline at (818) 548-2127

ABOUT THE CITY OF GLENDALE

Glendale is the third largest city in Los Angeles County with over 200,000 residents and is located northeast of Los Angeles in the foothills of the San Gabriel Mountains. The City is noted for its excellent residential areas, shopping facilities, libraries, hospitals and parks. The City is served by several major freeways, is centrally located near downtown Los Angeles, Burbank Airport, and the many recreational facilities of Southern California. The City has a Council-Manager form of government and provides a range of municipal services including its own electric and water utility. The Glendale Unified School District and Community College District offer residents excellent educational opportunities.

E-Bulletin Edition



City of Glendale

Supplemental Application for:
IT Applications Analyst/GIS

Name: _____ Last four digits of Social Security #: _____

DIRECTIONS:

This supplemental questionnaire, along with your official City Application will be used to better assess your qualifications and experience for the IT Applications Analyst / GIS position. Additionally, this supplemental application will be used to assess your writing skills.

Please answer the questions below on a separate page. Your responses to the four questions should not exceed TWO PAGES, total. Please type or neatly print all your responses. Attach this cover page and your responses to your employment application and return to Human Resources by the final filing date. Failure to submit this Supplemental Application Form and your responses to the Human Resources Department along with your application for employment will preclude you from further consideration for this position.

1. Please describe your recent professional experience within the field of GIS. When applicable, describe your experience while working with survey instruments and field data collection devices and GIS Software. This experience may be in the capacity of working as a professional land-surveyor (PLS), professional civil engineer (PE), or Survey Mapping Technician.
2. Please describe your training and education as it relates to GIS.
3. Please explain the major components that define a Geodatabase and what steps you use to validate data integrity?
4. Tell us about your experience in the implementation of a GIS in a supervisory or managing role?

I certify that the information provided on my supplemental application is true and accurate. I understand that false statements may disqualify me or be grounds for termination.

Signature

Date

Good Luck!