NOTICE OF JOB OPENING
PAgis GIS ANALYST

Opening Date: June 17, 2022; **Closing Date: Until Filled; Classification**: Exempt ($28.85 per hour)

Summary of Job Duties and Responsibilities: Under limited supervision, the GIS Analyst designs, implements, and modifies geodatabase table structures and associated metadata; operates GIS and CAD software, creates, populates, and maintains GIS data layers; analyzes GIS and other spatial data and automates reports and other outputs; develops GIS web services, mapping applications, widgets, and desktop tools; designs, maintains, administers, and updates the Pulaski Area GIS (PAgis) website and online mapping portal; and performs other essential duties as deemed necessary.

Knowledge, Abilities, and Skills:

- Knowledge of GIS data maintenance and quality control best practices.
- Knowledge of geodatabase fundamentals and design.
- Knowledge of global positioning system (GPS).
- Knowledge of coordinate systems and datums.
- Knowledge of spatial data analysis theory and best practices.
- Knowledge of relational database structure and concepts.
- Knowledge of cartographic principles.
- Knowledge of web cartography best practices.
- Knowledge of research methods and techniques.
- Knowledge of web site design best practices.
- Knowledge of scripting and automation techniques.
- Knowledge of Microsoft Windows client / server environment.
- Knowledge of ArcGIS Desktop and extensions.
- Knowledge of ArcGIS Pro.
- Knowledge of ArcSDE and Esri versioned geodatabases.
- Knowledge of Structured Query Language (SQL).
- Knowledge of Microsoft Access, Excel, Word, and PowerPoint.
- Knowledge of ArcGIS Server.
- Knowledge of ArcGIS Web App Builder.
- Knowledge of Esri JavaScript API.
- Knowledge of HTML5 concepts (JavaScript, CSS, and HTML).
- Knowledge of ArcGIS Online.
- Knowledge of Esri Model Builder and Python Scripting.

- Ability to plan and manage work.
- Ability to create, document, test and implement scripts.
- Ability to analyze data using geoprocessing tools and SQL queries.
- Ability to create ArcGIS models and python scripts used for automation.
- Ability to use and implement GIS Desktop applications.
- Ability to build apps using the Web App Builder and JavaScript API.
- Ability to read and interpret civil engineering drawings and maps.
- Ability to read and interpret maps, legal descriptions and tech. specs.
- Ability to develop and explain technical policies and procedures.
- Ability to work independently.
- Ability to use web design and content management software.
- Ability to deal tactfully with customers.
- Ability to analyze problems and procedures and recommend solutions.
- Ability to maintain accurate records and compile reports.
- Ability to communicate orally and in writing.
- Ability to coordinate work with others within and outside PAgis.
- Ability to extract information from written and digital records.
- Skilled in operation of the ArcGIS Desktop and extensions.
- Skilled in building Esri geodatabases.
- Skilled in configuring web mapping services and applications.
- Skilled in making presentations to a variety of audiences.
- Skilled in documentation of GIS procedures and application interfaces.

Essential Functions:

- Visually look at computer screen for extended periods.
- Computer keyboard and mouse manipulation.
- Eye and hand movement.
- Sit for extended periods.

Special Qualifications:

- Must be 21 years old or older.
- Must have a valid Arkansas Driver's License.
- Must have a good driving record.

Minimum Qualifications: High School diploma or GED, plus (2) years of post-high school education in Geographic Information Systems or related field, plus four (4) years of work experience in an Esri software environment utilizing ArcGIS Desktop and extensions to edit and analyze data, Esri geodatabase development, and ArcGIS Server administration. Education may be substituted for work experience.

Desirable Qualifications: Bachelor's degree in Geography, Geographic Information Systems, or related field, plus (2) years of work experience building web mapping applications using Esri's Web App Builder and JavaScript APIs, ArcGIS Online administration, as well as data analysis and automation using Esri's Model Builder, and Python scripting.

Work Conditions: predominantly works in heated and air-conditioned office. May occasionally work outdoors in favorable weather. May occasionally be exposed to insects, snakes, poison ivy, etc. when working outdoors.

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All interested employees of Pulaski Area Geographic Information system (PAgis) are encouraged to apply and should request and complete a Request for Transfer/Promotion Form and an application in order to be considered for the position. Please contact Julie Kent at 377-1264 to receive these forms beginning on **Friday, June 17, 2022 between the hours of 8:00 a.m. and 4:00 p.m.**

Interested outside candidates may apply beginning on **Friday, June 17, 2022 between the hours of 8:00 a.m. and 4:00 p.m. in the Pulaski Areas Geographic Information System (PAgis) at 221 East Capitol, Little Rock. You may also acquire the application package from www.pagis.org.**

All forms must be completed and returned to Pulaski Area Geographic Information System (PAgis) in order to be considered for the position. All offers will be contingent on the prospective employee receiving a "passing result" on the tests conducted. A criminal background check will also be conducted.

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**Job related written and/or skills evaluation will
be conducted.
501-377-1264
www.pagis.org**

APPLICATION FOR EMPLOYMENT
PULASKI AREA GEOGRAPHIC INFORMATION SYSTEM
(PAGIS)

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME _____ DATE _____
      LAST   FIRST   MIDDLE

STREET ADDRESS _____ HOME PHONE _____

_____ BUSINESS PHONE_____
   CITY   STATE   ZIP

                                        CELL PHONE _____

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

☐ YES   ☐ NO (Proof of U.S. citizenship or immigration status will be required if employed)

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POSITION YOU ARE APPLYING FOR   _____

TYPE OF EMPLOYMENT DESIRED: ☐ FULL-TIME ☐ TEMPORARY ☐ SUMMER ☐ PART TIME

DATE AVAILABLE _____   SALARY REQUIREMENTS $ _____

WHERE DID YOU HEAR ABOUT THIS OPENING? ☐ NEWSPAPER ☐ JOB LINE ☐ EMPLOYEE REFERRAL ☐ OTHER _____

LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST

FROM DATE (Mo/Yr)	TO DATE (Mo/Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FINAL SALARY	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL				
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major: Minor:	Degree:
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

_____

_____

List professional, business or trade licenses held, awards or special recognitions received:

_____

_____

LIST THREE WORK-RELATED REFERENCES:

   NAME   OCCUPATION   EMPLOYER   PHONE #   ASSOCIATION
                                                     (Peer vs. supervisor)

_____

_____

_____

Do you have any relatives (either by blood or marriage) who are currently employed by Pulaski Area Geographic Information System (PAgis)?

      ___ Yes   ___ No

If yes, please state employee's name and your relation to them:

_____

_____

Have you previously been interviewed for a position with Pulaski Area Geographic Information System (PAgis)? If yes, provide positions and dates:

_____

Have you ever been employed by Pulaski Area Geographic Information System (PAgis)? If yes, provide position, dates, and reason for leaving:

_____

_____

* Do you understand the physical and mental requirements of the job for which you are applying? ☐ Yes   ☐ No

* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying?

☐ Yes   ☐ No   If no, please provide an explanation: _____

_____

Have you ever been convicted of a crime other than a traffic offense? ☐ Yes   ☐ No
(Such conviction may be relevant if job related, but does not automatically disqualify you from employment.)

If yes, give details including the nature of the crime(s) _____

_____

_____

* The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.

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NOTE: Pulaski Area Geographic Information System (PAgis) is an Equal Opportunity Employer and does not discriminate in its employment practices, or any other activities, on the basis of race, color, religion, sex, national origin, age, disability or veteran's status.

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• I, _____, understand and voluntarily agree that Pulaski Area Geographic Information System (PAgis) (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Pulaski Area Geographic Information System (PAgis) with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.

Signed: _____   Date: _____

• I understand and agree that if I am offered and accept a position with Pulaski Area Geographic Information System (PAgis), that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Pulaski Area Geographic Information System (PAgis), with or without notice.

• If employed by Pulaski Area Geographic Information System (PAgis), I agree to abide by its rules and regulations.

• I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Pulaski Area Geographic Information System (PAgis) at any time, at the option of PAgis and at no personal expense to me. I authorize the examining physician or organization to disclose to Pulaski Area Geographic Information System (PAgis) or its representatives the results of such examinations or tests. I understand Pulaski Area Geographic Information System (PAgis) will limit such information only to those individuals who have a need to be informed of such.

• I understand that, unless I am notified by Pulaski Area Geographic Information System (PAgis) otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Pulaski Area Geographic Information System (PAgis), I will need to complete a separate application for each position.

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Pulaski Area Geographic Information System (PAgis), immediate dismissal without notice.

_____   _____

Signature of Applicant   **Date**

EQUAL OPPORTUNITY EMPLOYER

221 East Capitol Avenue * PHONE (501) 377-1246 or 377-1264 * LITTLE ROCK, AR 72202   PAgis-APPMASTR_1/11/07

NAME: _____

ADDRESS: _____ **CELLULAR PHONE:**_____

SUPPLEMENTARY INFORMATION REQUEST

Describe, in detail, your present position responsibilities. Include day to day work activities, machinery operated, if any, etc. (Continue on back, if needed.)

Date Employed: _____ Company:_____
               (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

_____

_____

Provide the information requested below concerning the three positions held prior to your current position. If you have held other positions which are directly related to the position applied for, please continue on the back. When outlining previous job responsibilities, be sure to explain all duties and responsibilities that are directly related to the requirements listed on the job posting for which you are applying.

1. Dates of Employment: _____ to _____ Company: _____
              (Mo/Yr)   (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

_____

_____

2. Dates of Employment: _____ to _____ Company: _____
              (Mo/Yr)   (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

_____

_____

3. Dates of Employment: _____ to _____ Company: _____
              (Mo/Yr)   (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

_____

_____

EMPLOYMENT REFERENCE CONSENT AND RELEASE

APPLICANT NAME: _____ SSN: _____

I, _____ , HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO PULASKI AREA GEOGRAPHIC INFORMATION SYSTEM (PAGIS).

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as an original.

Signature of Applicant: _____ Date: _____

Instructions to Current/Former Employer

The individual named above has applied for employment with Pulaski Area Geographic Information System (PAgis). Please respond candidly to the requests for information listed below and return your written responses via either facsimile or U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former business employers with protection for providing job information about current or former employees to prospective employers.

PLEASE RETURN THE INFORMATION TO:

PAgis Manager
Pulaski Area Geographic Information System (PAgis)
221 East Capitol Ave
Little Rock, AR 72202   **Fax- 501-210-4980**

Date and duration of employment: _____

Current or last rate of pay and wage history: _____

_____

Current or last job description and duties: _____

_____

The details of the applicant's last written performance evaluation prepared prior to the date the applicant signed this consent (See date above): _____

_____

Attendance history: (Excluding any qualifying leave under FMLA) _____

_____

Results of drug and/or alcohol tests administered within the last year: _____

_____

Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee:_____

_____

_____

Was his/her separation from employment   ☐ voluntary   ☐ involuntary?

What was the reason for the applicant's separation from employment?

_____

Is the applicant eligible for rehire?   ☐ Yes   ☐ No   Is this a blanket company policy? ☐ Yes ☐ No

_____   _____
Printed Name and Title of Employer Representative Providing Information   Date

_____   _____
Signature   Phone Number

GIS Analyst
Questionnaire

Name: _____

Date: _____

DIRECTIONS: PLEASE ANSWER EACH QUESTION. DO NOT WRITE "SEE RESUME" OR "SEE REFERENCE LETTER" ON THE ANSWER LINES. IF YOU NEED ADDITIONAL SPACE, PLEASE WRITE ON THE BACK OR ATTACH ANOTHER SHEET.
<u>FAILURE TO ANSWER ALL QUESTIONS MAY RESULT IN YOU NOT BEING INTERVIEWED.</u>

ARE YOU **21 YEARS OLD OR OLDER?**   ____YES ____NO

DO YOU HAVE A **VALID ARKANSAS DRIVERS' LICENSE**   ____YES ____NO

DO YOU HAVE A **GOOD DRIVING RECORD?**   ____YES ____NO

DO YOU HAVE THE **ABILITY** TO?

Use ArcGIS Desktop software and extensions to create and edit data   ____YES ____NO

Use Esri's Web App Builder to create online mapping applications   ____YES ____NO

Create ArcGIS models and python scripts for automation   ____YES ____NO

Use web design and content management software   ____YES ____NO

Develop and explain technical policies and procedures   ____YES ____NO

Read and interpret maps, and legal descriptions   ____YES ____NO

Work independently   ____YES ____NO

DO YOU HAVE **EYE AND HAND MOVEMENT** COORDINATION?   ____YES ____NO

ARE YOU ABLE TO AND WILLING TO **SIT FOR EXTENDED PERIODS**?   ____YES ____NO

ARE YOU ABLE TO AND WILLING TO **VISUALLY LOOK AT COMPUTER SCREEN FOR EXTENDED PERIODS**?   ____YES ____NO

Name: _____

DO YOU HAVE WORK EXPERICENT WITH **ArcGIS Desktop and extensions?**   ____YES ____NO

WHERE? _____ HOW LONG? _____

EXPLAIN: _____

_____

_____

_____

DO YOU HAVE WORK EXPERIENCE WITH **editing and maintaining data using ArcGIS Desktop?**___YES ____NO

WHERE? _____ HOW LONG? _____

EXPLAIN: _____

_____

_____

_____

DO YOU HAVE WORK EXPERIENCE **designing Esri geodatabases?**   ____YES ____NO

WHERE? _____ HOW LONG? _____

EXPLAIN: _____

_____

_____

_____

DO YOU HAVE WORK EXPERIENCE **reading maps plans, and legal descriptions**?   ____YES ____NO

WHERE? _____ HOW LONG? _____

EXPLAIN: _____

_____

_____

_____

Name: _____

DO YOU HAVE WORK EXPERIENCE **analyzing data using Esri's geoprocessing tools?** ____YES ____NO

WHERE? _____HOW LONG? _____

EXPLAIN: _____

_____

_____

_____

DO YOU HAVE WORK EXPERIENCE **automating data quality control procedures using Esri's Model Builder and/or Python scripting?** ____YES ____NO

WHERE? _____HOW LONG? _____

EXPLAIN: _____

_____

_____

_____

DO YOU WORK EXPERIENCE **authoring high quality cartographic products and reports**?____YES ____NO

WHERE? _____ HOW LONG? _____

EXPLAIN: _____

_____

_____

_____

DO YOU HAVE WORK EXPERIENCE **training end users on GIS apps?** ____YES ____NO

WHERE? _____ HOW LONG? _____

EXPLAIN: _____

_____

_____

_____

DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE OF **ArcGIS Server and Web App Builder?**____YES ____NO

WHERE? _____ HOW LONG? _____

EXPLAIN: _____

_____

_____

_____

DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE OF **coordinate systems and datums?** ____YES ____NO

WHERE? _____HOW LONG? _____

EXPLAIN: _____

_____

_____

_____

DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE OF **SQL Server or other RDMS?** ____YES ____NO

WHERE? _____HOW LONG? _____

EXPLAIN: _____

_____

_____

_____

DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE OF **Web site design?** ____YES ____NO

WHERE? _____HOW LONG? _____

EXPLAIN: _____

_____

_____

_____

Pulaski Area Geographic Information System

EMPLOYEE BENEFITS INFORMATION
(Full time employees only)

Holidays - Eleven paid holidays each calendar year; immediate eligibility for new employees.

PTO (Paid Time Off) - PTO time is accrued on a bi-weekly basis during the current year. Accrual is 6.77 hours of PTO per payperiod (22 days annualized) for employees with up to 5 years of service. Accrual amount increases based on years of service, to a maximum accrual of 35 days. New employees have a 90 day waiting period before accrual begins, with accrual retroactive to date of hire.

Medical Insurance - Employee coverage is paid 100% by the employer; dependent coverage (if elected) is paid 80% by employer and 20% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Dental Insurance – Employee coverage is paid 100% by the employer; dependent coverage (if elected) is paid 100% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Vision Insurance - Employee coverage is paid 100% by the employer, dependent coverage (if elected) is paid 80% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Health Care Assistance Plan - $100.00 annual reimbursement by employer for expenses incurred for eyeglasses, contacts, vision/hearing exams, health and dental insurance deductibles, co-payments or co-insurance, and prescription co-payments. Benefit eligibility after 1 year of employment.

Life Insurance – Employee coverage is paid 100% by the employer and life insurance provided is one times annual salary, up to $50,000. Eligible for coverage the first of the month following 60 day waiting period. Employees may purchase additional Life Insurance on their own through our Aflac rep.

Accidental Death & Dismemberment Insurance – Employee coverage is paid 100% by the employer and AD&D provided is one times annual salary, up to $50,000. Eligible for coverage the first of the month following 60 day waiting period.

Short Term Disability – Employee coverage is paid 100% by the employer. Pays 50% of employee's salary beginning the 8th week of disability, continuing for a maximum period of up to 4 months. Coverage paid 100% by employer. Coverage begins after one year of employment.

Long Term Disability – Employee coverage is paid 100% by the employer. Pays 60% of employee's salary ($3,000 monthly maximum) after 6 months of disability. Coverage paid 100% by employer. Coverage begins after three years of employment.

Retirement Plan - Member of Arkansas Public Employees Retirement System (APERS). Contributions are 5.25% of employee's bi-weekly salary taken on a pre-tax basis. Participation is mandatory and begins immediately upon employment.

Cafeteria Plan – Employees are eligible to join and receive the benefits of pre-tax deduction of eligible insurance premiums. Employees may also make pre-tax contributions to a dependent care spending account, and after one year of service, a medical spending account.

457B Deferred Compensation Plan – Retirement savings plan in which employees may elect to participate. Contributions are funded 100% by the employee. Participation is voluntary and may begin at any time.

Credit Union - All employees are eligible to join Arkansas Federal Credit Union and to receive the benefits thereof.

Pay periods - Employees are paid on a bi-weekly basis on Friday, one week in arrears. Direct deposit is required.