

911 GEOGRAPHIC BASE ANALYST

Job Code	Pay Grade
10862	CL14

Nature of Work

This is complex technical and analytical work providing customers and users with accurate data information providing GIS services to the emergency response system (911). An employee assigned to this class is responsible for building and maintaining maps and data base files for 911 Public Safety emergency communications and dispatch management systems. Work requires the use of extensive independent judgment in performing a variety of specialized data base maintenance functions. Incumbents solve moderate to complex GIS problems, research, and analyze the components of the information, facts, mapping factors and other related activities. The position reports to a supervisor or designee.

Minimum Qualification Requirements

- 4 years experience in GIS related activities , including automated mapping and structural programming, automated office information systems, data processing, word processing, or related field; or
- Associate's degree in information technology, finance, accounting, business, or general education that includes some basic computer courses and training and 2 years of experience as described above; or
- An equivalent combination of education, training, and/or experience.
- Must obtain, and maintain a Florida Department of Law Enforcement (FDLE) Criminal Justice Information Services (CJIS) Level 1 - CJIS Security & Awareness Certification within 6 months of appointment.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee's name must not appear on the Health & Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Builds and maintains the Geographic data base file specific to emergency response system (911).
- Updates and revises Geo Based maps with new subdivisions, condominiums, annexations, boundaries, and addresses.
- Identifies phone/location errors and forwards them to 911 MSAG Coordinator.
- Generates digital maps for the Emergency Communications Center that serve as a basis to map and locate 911 callers.
- Grants security access rights for users of 911 Computer Automated Dispatch (CAD) software.
- Generates map layers designed to be specific for Public Safety, such as, mile markers on park trails, shelters at county and municipal parks, marine markers in waterways, landmarks, and similar enhancements.
- Receives and assists in handling requests by emergency response providers and emergency dispatch for locations, system security, personnel updates and corrections.
- Conducts special projects such as assisting in the research and development of expanded E911 database to include adjacent counties in a Mutual Aid format or re-addressing layout of the airport.
- Represents assigned area on new technology implementation and processes.
- Performs related work as assigned or required.

911 GEOGRAPHIC BASE ANALYST (continued)

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Knowledge, Skills, and Abilities

- Knowledge of geographic layout of Pinellas County.
- Knowledge of office practices, procedures, and equipment.
- Skill in data input accurately at a reasonable rate of speed.
- Ability to read and interpret maps, plats, and read legal descriptions
- Ability to understand and follow complex oral and written instructions.
- Ability to provide information correctly and concisely, orally and in writing.
- Ability to perform detailed, accurate work in a timely manner.
- Ability to utilize a personal computer, application software, and utilities to perform analyses, generate reports, sort and categorize data, etc.

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Created	EEOC Code	Overtime Code
2/15	Technicians	Classified