



**Date:** February 17, 2021  
**To:** Civil Service Commission  
**From:** Sheree Valdoria, Personnel Analyst  
**Subject:** **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION –  
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN**

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On January 7, 2021, correspondence was received from Fred Verdugo, Acting Director of Human Resources, requesting the Civil Service Commission approval for the revised classification specification of Geographic Information Systems Technician (GIS Technician). Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

**Facts for Consideration:**

- The classification of Geographic Information Systems Technician (GIS Technician) is currently used by the Harbor Department and was last revised in 1993.
- The classification specification was updated to match the most recent changes to the bulletin.
  - **Example of Duties Section:** Updated duties to match the most recent changes to the bulletin.
  - **Minimum Qualifications Section:** Updated fields of study and other requirements to match the current bulletin
  - **Desirable Qualifications Section:** Deleted from classification specification and this section will only be used in the job bulletin.
- Civil Service staff has been in communication with the Harbor and Human Resources Department along with the International of Machinists and Aerospace Workers (IAMAW) regarding the proposed changes to the GIS Technician classification specification. All parties have been notified that this request is on today's agenda.
- A representative from the Harbor and Human Resources Departments will be present to respond to any questions from the Civil Service Commission.

**Memorandum**

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Date: January 7, 2021

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – GIS TECHNICIAN**

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Attached for your consideration is an update to the GIS Technician Classification Specification. The classification specification was updated to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to clarify duties and add a knowledge, skills and abilities statement.

Human Resources staff worked with Civil Service and the Harbor Department to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the GIS Technician classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

**Attachments**

GIS Technician Class Specification.

FB:DA:KC:GM

cc: Dana Anderson, Acting Deputy Director  
Khristina Coston, Human Resources Officer

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**TITLE:            GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I-II**

**DEFINITION:** Under general supervision, performs increasingly responsible duties involving geographic information systems including installation, maintenance, support, and input of data.

**DISTINGUISHING CHARACTERISTICS:**

**Grade Level I** - Performs the routine duties of the classification.

**Grade Level II** - Performs the full range of duties of the classification and may act as project leader.

**EXAMPLES OF DUTIES:**

- Inputs graphic and non-graphic information into the Geographic Information System using GIS software ;
- Installs, maintains and supports hardware and software associated with geographic information systems;
- Converts existing source documents into digital computer format;
- Verifies accuracy of input data;
- Configures operating systems software and hardware;
- Develops computer programs to enhance and customize system capabilities;
- Interacts with vendors and user departments;
- Researches and/or prepares records, drawings, maps, legal descriptions, reports and other information;
- Prepares and updates graphics and maps, maintains and modifies systems databases and programs;
- May perform field data collection or participate in field infrastructure/utility investigations;
- May troubleshoot plotter hardware;
- May train system users;
- Operates City vehicle as necessary;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to a two-year degree in computer science, business administration, engineering, mathematics, geography, planning, environmental science, or related field, and a minimum of one year of experience in a computer-aided design or mapping environment; up to two years of experience may be substituted for education requirements on a year-for-year basis.

- One year as an Engineering Aide, Engineering Technician or Systems Analyst with the City of Long Beach may be substituted for one year of experience in a computer-aided design or mapping environment.
- Willingness to work an irregular schedule, including nights, weekends, holidays, and overtime.
- A valid motor vehicle operator's license.
- For the Harbor Department, must be able obtain a Transportation Worker Identification Credential (TWIC) prior to passing probation.

**HISTORY:**

Approval/Adoption Dates: 12/01/72  
Approved Revision Civil Service Commission: 09/29/93  
Approved Revision Civil Service Commission: XX/XX/XX