

CLASSIFICATION: CARTOGRAPHER I

Class Code: 1575-16

Date Established: 11-30-99

Occupational Code: 9-2-2

Date of Last Revision: 11-21-14

Exempt Status: Non-Exempt

BASIC PURPOSE: To utilize spatial data in a professional Geographic Information System (GIS) environment. To apply the latest technology to edit and perform quality assurance in GIS environments. To adhere to standards and produces of high-quality professional mapping products for a variety of purposes. To work with and interpret aerial photography.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs geospatial data editing using industry-standard technology to digitize, audit and maintain spatial database records. Maintains proficiency and attains additional skills in GIS data management technology.
- Utilizes GIS applications, relationships and data models; Utilizes GIS data models and templates. Collects data as necessary from a variety of field sources by visiting locations and collecting data and by gathering addressing data from local tenants. Creates, edits, and finalizes maps, graphs, and charts.
- Assists with training entry-level Data Control Clerks in areas of data collection procedures and the use of computers for preparing and revising maps.
- Communicates with individuals from various organizations for the purposes of producing maps and other GIS products.
- Assists with performing quality assurance/quality control functions on maps, graphs and data tables for accuracy, completeness, appearance and adherence to standards and specifications; strictly follows policies and Standard Operating Procedures as required, to ensure data integrity and system operation.
- Prepares emergency response related maps for use by local public safety agencies.
- Provides support in solving public safety related problems utilizing GIS tools at remote locations for emergencies, disasters, and drills.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level

result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in architecture, cartography, geography, geomatics, geology, surveying, engineering, computer science, graphic art, or related field.

Experience: No experience required.

Or

Education: Associate's degree from a recognized college or technical institute with major study in Computer Aided Design and Drafting (CAD), Geographical Information Systems (GIS), computer science, cartography, commercial art, drafting, graphic art, or a related field.

Experience: Two years' experience in cartography, surveying, mapping, or in a closely related field.

License/Certification: Must possess a valid driver's license for statewide travel.

SPECIAL REQUIREMENTS:

- 1) Must have good sense of design layout and proportion. Must be able to understand and use the latest GIS industry-standard technology for data preparation and map production. Must be able to perform duties in stressful and time-sensitive environment; maintain, and adapt quickly to changes in GIS technologies
- 2) Statewide emergencies may require working extended hours at night and on weekends. Before appointments are made.

- 3) Candidates will undergo comprehensive background investigations.
- 4) For appointment consideration, Cartographer I applicants must successfully participate in a structured interview measuring possession of knowledge, skills, and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

RECOMMENDED WORK TRAITS: Knowledge of the practices, principles and techniques in the field of cartography. Knowledge of graphic arts methods and procedures. Knowledge of data management techniques. Knowledge of principles and processes for providing customer and personal services; this includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Ability to coordinate field and office workloads. Ability to maintain harmonious relationships with other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.
