



March 3, 2023

TITLE: GIS Analyst II
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail (Rail Development-Engineering)
APPLICATION DEADLINE: Open Until Filled
PAY RANGE: \$1,729 – \$2,594 per week (\$89,949 - \$134,924 estimated annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Geographic Information Systems (GIS), Analyst II, reports to the Manager, Asset Management and will assist in the development and implementation of an Enterprise GIS for the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provide high-level application architecture, diagram complex workflows, and modernize business practices
- Perform spatial analysis and obtain location information and/or data extraction from large datasets
- Produce professional maps/figures and investigate and analyze spatial datasets
- Develop, maintain, and optimize linear referencing systems/networks
- Develop efficient and repeatable scripts that streamline complex and reoccurring tasks
- Participate in the investigation, procurement, installation, configuration, administration, and maintenance of specialized geospatial technology and solutions to streamline GIS and other business processes
- Support the creation, implementation, and maintenance of GIS standard operating procedures, as well as GIS related policies and procedures for data creation/acquisition

EXAMPLES OF DUTIES:

- Develops and configures mobile/field data collection apps
- Review and process (QA/QC) spatial data, perform attribute enrichment, and migrate production ready data to a centralized repository
- Optimize spatial databases and maintain a living GIS data dictionary
- Collaborate with team members to create and iterate through process workflows and application designs and prototypes.
- Monitor GIS related software, databases, and applications and conducts performance tuning as needed.
- Validate features and datasets, tools/widgets, scripts, and software upgrades/patches
- Provide input for the preparation, coordination, and management of GIS project work plans and schedules to include defining requirements, tasks, and resource assignments, ensuring that approved quality levels and deadlines are met
- Act as a departmental liaison between vendors, contractors, other public agencies, and District staff to document processes, service level agreements, and general accountability
- Conduct GIS user trainings and prepare technical papers, presentations, procedures/ training manuals, and demonstration videos to help support staff and end users utilize spatial applications
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures to reduce or eliminate accidents.

SUPERVISION: Works under the general supervision of the Manager, Asset Management, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Degree in GIS/Geography (Cartography), Computer Science, Information Systems, Engineering, or a related field with major course work in GIS.
- Three (3) years of work experience developing and managing enterprise Geographic Information Systems and databases.

PREFERRED QUALIFICATIONS:

- Experience in railroad/transportation, utility, environmental, or public works industry.
- GIS experience in one or more of the following: environments, asset management, engineering, planning, public health, environmental, and transportation.
- Proficiency with proprietary and Open-Source GIS software/platforms (e.g., ArcGIS Pro, ArcGIS Server, ArcGIS Online, QGIS, GeoServer, OpenLayers/Leaflet).
- Experience with field data collection and techniques
- Experience with data integration platforms, relational databases, and computer networks.
- Experience with HTML, CSS, and JavaScript
- Effective written and verbal communication and presentation skills.
- Possess a California driver's license with a safe driving record.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

EMPLOYEE BENEFITS:

For further benefit details please visit: <https://www.caltrain.com/about-caltrain/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Time Off:	Paid Time Off: 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free employee transportation on Caltrain Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">○ Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation○ New Members – 2% @ 62 benefit formula, 3-year average of highest compensation

HOW TO APPLY:

- To apply, please visit <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application, and if required, the supplemental questionnaire. **Online applications will be accepted.** A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- Caltrain celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.