

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Geographic Information Specialist II – IV	Working Title: GIS Specialist
Class Code: 0271, 0272, 0273	Salary Group: B20, B22, B24
FLSA Status: Exempt, Professional	EEO Category: Professional
Division: Infrastructure	Supervisor: Director, Mapping

GENERAL DESCRIPTION

Perform complex to advanced geographic information system (GIS) work related to certificates of convenience and necessity (CCN) mapping and electricity supply chain mapping. Work involves input and manipulation of geographic information to create, maintain, display, update, and produce accurate data, maps, and other representation of data. Work under general to minimal supervision with moderate to considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Create and modify maps and CCN data using GIS software and related equipment.
- Complete overlap and notice checks using spatial analysis to update the proposed water and sewer CCN mapping layer in GIS format.
- Gather, compile, and analyze geographic data from multiple sources including GIS websites, censuses, satellite imagery, aerial photographs, and existing maps.
- Digitize, analyze, and maintain spatial databases of relevant information, document procedures, validate data for accuracy and completeness, update metadata, and produce maps of the resulting information.
- Evaluate spatial data and maps from outside sources provided in various formats to determine the quality of the data and maps.
- Create and maintain GIS viewers.
- Translate data from outside sources in various formats and convert data to assist users.
- Import, create, reformat, and process GIS data to produce maps.
- Assist with evaluating, entering, correcting, and maintaining spatial database records.
- Respond to inquiries for data regarding electric, telecommunication and water industries, and address the applicable rules, regulations, policies, and procedures.
- Perform mapping work related to the electric, telecommunication, and water industries.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the PUC's mission and core values.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

REQUIRED MINIMUM QUALIFICATIONS

- GIS Specialist II - Graduation from an accredited college or university with a degree in computer science, computer information systems, geography, geographic information systems technology, management information systems.
- GIS Specialist III - Graduation from an accredited college or university with a degree in computer science, computer information systems, geography, geographic information systems technology, management information systems **and** a minimum of two (2) years' experience in geographic information systems analysis and design work.
- GIS Specialist IV - Graduation from an accredited college or university with a degree in computer science, computer information systems, geography, geographic information systems technology, management information systems **and** a minimum of four (4) years' experience in geographic information systems analysis and design work.

PREFERRED QUALIFICATIONS

- Previous experience as a Geographic Information Specialist with a regulatory agency or regulated utility.
- Previous experience working on a team or as a project manager on geographic information system project(s).

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

- Knowledge of terminology related to geographic information systems, including cartography, engineering, aerial photography, and orthophotography.
- Skill in the use of geographic information system software including ArcMap and ArcGIS Pro.
- Ability to analyze geographic information systems and procedures; to read and interpret surveys, legal descriptions, cartography, engineering documents, aerial photography, and orthophotography.
- Skill in solving problems related to testing, installing, and implementing geographic information system programs, and in troubleshooting system issues.
- Skill in the use of personal computers and MS Office software.
- Skill in technical research and writing.
- Ability to monitor and work on multiple tasks with varying time schedules and meet deadlines.
- Ability to interpret the Commission's rules and regulations and apply them.
- Ability to communicate complex concepts orally and in writing.
- Ability to work efficiently independently, as a team member, or as team leader, depending on the particular assignment.
- Ability to work harmoniously with Commission personnel, industry stakeholders, personnel of the legislature, other government agencies, and the public.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This position is eligible for telecommuting up to four (4) days a week but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need.
- If approved to telecommute, must have a secure workspace with Internet service, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if needed to enable individuals with disabilities to perform the essential functions.

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or secure telework space and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Occasional moving and lifting objects up to 10 pounds.