



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

GEOPROCESSING SPECIALIST I

Job Number: 20001873

Job Code: 97800V000101

Job Group: 9700 - INFORMATION MANAGEMENT SUPPORT

Job Established: 05/16/1991

Job Revised: 02/24/2006

Grade: 12	Salary (MIN - MID):	Special Entrance Rate:
	\$14,938-\$19,789 - Hourly	NONE
	\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary	NONE
	\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direct supervision, utilizes geographic information system (GIS) hardware and software to perform introductory level GIS activities. Develops simple application programs; produces computer cartographic products. Provides continuing user support for geographic database applications. Writes technical and user documentation for applications; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree. Applicant must have successfully completed six semester hours in computer science, data processing, or geographic information system courses.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in geoprocessing will substitute for the bachelor's degree requirement on a year-for-year basis. One year experience in geoprocessing will substitute for the six semester hour requirement. Experience in manual mapping techniques, photogrammetry or land surveying will substitute for the bachelor's degree on the basis of 18 months experience for one year of education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists in the design and development of software to meet end users' GIS application needs. Writes technical and user documentation to support software implementations. Designs and implements digital map generation software systems. Provides user support and training for geographic database and map generation systems. Compiles, inputs, modifies, and enhances computer maps. Produces computer models using digital spatial and tabular information. Assists in the development of specifications for use in conversion of hardcopy map products to digital format. Provides guidance to cartographers in the map conversion process. Develops test programs to do quality analysis/quality control on digitized map products. Creates fourth generation language programs to accomplish geographic analyses. Provide guidance in the use of aerial photography, remotely sensed data (LANDSAT, SPOT IMAGE), use of Global Positioning System (GPS) data, or scanned imagery in the course of system development.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.