GIS Analyst
PAY RATE: $20.7883- $29.0164 per hour (DOE)
WORK LOCATION: Papago Park Military Reservation, Phoenix, AZ (PPMR)

Agency Summary:
The Department of Emergency & Military Affairs (DEMA) is the headquarters for the Arizona National Guard. The Army National Guard is “Always Ready - Always There” providing military forces to accomplish community, State and Federal missions. The Air National Guard maintains excellence with flexible, sustainable, expeditionary and joint interoperable capabilities in all facets of current Federal and State missions. The Division of Emergency Management’s mission is to coordinate emergency services and efforts to governmental agencies to reduce the impact of disaster on person and property. The Division of Administrative Services maintains the business operations of human resources, finance, purchasing/contracting, and legislative activities. Many positions posted do not require military membership.

Contact Us:
If you have any questions, please feel free to contact hr@azdema.gov.
DEMA is a smoke-free work environment.
ADA/EEO Employer
The State of Arizona is an Equal Opportunity and Reasonable Accommodation Employer

Job Summary/Basic Function: (Job Summary)

Performs a variety of routine professional office and field duties involved in the development, implementation, operation, performance, and maintenance of the Arizona Department of Emergency and Military Affairs Situation Unit Geographic Information System (GIS) and Crisis Information Management (CIMS) program. Assists in the design, storage, and analysis of data which is referenced spatially and responds to requests and provides Geographic Information System data and Situational awareness for a common operating picture to internal sections, outside agencies, and the public; and performs other related duties as assigned.

Duties: (Major Responsibilities/Essential Functions)

Responsibilities include:
- Collect and publish GIS/CIMS data, maps, analysis, reports, charts, and graphs in the form of static and online content. Provides GIS and CIMS system administration, GIS/CIMS database editing, geocoding, geoprocessing, data conversion, workflow management, spatial analysis, user account authorization and quality control processes in desktop and web-based environments.
- Research, analyze, and convert data into GIS file formats. Independently develop and design ArcGIS database schema and geodatabases for emergency management sources and resource data. Evaluates available data and provides recommendations on additional databases needed within DEMA. Conduct technical research and provides advice regarding application of software and data for a common operating picture and situational awareness.
Collaborate with the web-based Crisis Information Management System (CIMS) and ensures connectivity between WebEOC boards, maps, and ArcGIS Online (AGOL). Working with DEMA’s Communication and Technology group for system testing and troubleshooting.

Travel in-state to conduct training for state, county, Tribal, and local partners. Travel out-of-state to attend conferences and training.

Personally prepares anytime (24/7) for response and no-notice recalls to the State or Alternate Emergency Operations Center (SEOC) and/or Joint Field Office (JFO) during disaster or exercise activations.

Support systems & online content sharing by integrating GIS and CIMS related data using AGOL, APIs, REST or other connection services. Provide support, training, and technical assistance to agency personnel and all stakeholder representatives.

Posting Knowledge/Skills/Abilities Summary: (Knowledge, Skills and Abilities, KSAs)

Knowledge, Skills, Abilities, and Desired Qualifications:

Knowledge of:
- State and Federal laws, rules, regulations and standards relating to emergency management.
- Familiarity with principles of emergency management, emergency planning, exercise and training requirements.
- Completion of the FEMA Professional Development Series (PDS) within one year of hire date.
- Project management principles to include GIS technology principles, GIS application development, ESRI geo-databases, GIS concepts, database design principles and research methods.
- Structure and content of the English language including spelling of words, rules of composition, and grammar.
- Principles and processes for providing customer and personal services, customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Grant concepts, spreadsheets, practices and procedures, report writing, emergency management and grant terminology.

Skilled in:
- Evaluating circumstances, analyzing problems and making quick decisions.
- Maintaining computer-based programs.
- Managing projects.
- Analyzing and designing complex systems.
- Communicate effectively both verbally and in writing.
- Providing effective guidance and technical expertise to all levels of government and customers.
- Implementing various aspects of Federal and State emergency management programs.
- Interpreting and implementing State and Federal laws, acts, rules, policies, statutes, codes and regulation.

Ability to:
- Communicating technical and GIS centric information to non-technical audience.
- Installing, configuring and troubleshooting technological platforms, systems and networks.
- Plan, organize, develop, maintain, implement and evaluate plans.
- Develop, write and maintain operating procedures.
- Analyze and assess statewide preparedness posture.
- Research, collect, analyze, interpret, organize data, and make objective decisions; effectively communicate verbally and in writing.
- Interact with diverse audiences and be a team leader/member.
- Coordinate and facilitate planning activities.
Selective Preference(s):

Desired qualifications include any combination of experience, education, and training that meets the knowledge, skills, and abilities as described. Preferred candidate will have a Bachelor’s degree in GIS or database management or a related field with at least 1-2 or more years of analysis experience (or equivalent experience). A master’s degree in GIS Studies may substitute for the required experience. Coursework or professional experience in introductory GIS theory or advanced GIS software training is preferred.

Pre-Employment Requirements: (Licenses/Certifications)

Special Job Requirements:

- Requires possession of an ability to retain a current, valid, state-issued driver’s license appropriate to the assignment. Employees who drive on state business are subject to driver’s license record checks, must maintain acceptable driving records and must complete any required driver training (See Arizona Administrative Code R2-10-207.12
- In state and occasional out of state travel required. .
- Requires the ability to obtain and retain a valid AZ DPS Fingerprint Clearance Card (see Arizona Revised Statute 26-103).

Retirement:

Eligible DEMA employees participate in excellent retirement programs provided by the Arizona State Retirement System (ASRS) and for fire personnel the Public Safety Personnel Retirement System (PSPRS).

Benefits:

The State of Arizona offers a comprehensive benefits package to include:

- Sick leave
- Vacation with 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance
- Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance