

# Public Safety Geographic Information Analyst

## Recruitment #2012-4911-001

<b>List Type</b>	Original
<b>Requesting Department</b>	FIRE AND POLICE COMMISSION
<b>Open Date</b>	12/23/2020 11:30:00 AM
<b>Filing Deadline</b>	1/13/2021 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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## INTRODUCTION



*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee brings together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider this opportunity.

## PURPOSE

The Public Safety Geographic Information Analyst supports public safety activities for all City of Milwaukee departments by implementing and maintaining a comprehensive geographic information system. In particular, the Public Safety Geographic Information Analysts supports the Milwaukee Fire Department, Emergency Medical Services (EMS), the Milwaukee Police Department, the 9-1-1 Call Center, and the Fire and Police Commission.

During 2021, the office of Emergency Management will work on implementing a new Computer Aided Dispatch solution. In 2022, the Office of Emergency Communications will become its own City Department and likely include additional functions, such as oversight of Police and Fire information technology.

## ESSENTIAL FUNCTIONS

- Use complex drafting and drawing applications to implement and maintain a comprehensive geographic information system.
- Maintain public safety Geographic Information System (GIS) data integrity according to national standards; provide GIS data analysis; and support the users and systems consuming GIS data.
- Perform complex analyses of GIS data to support public safety, emergency preparedness, 911 dispatching, crime and fire prevention and other groups by resolving geo-spatial questions with GIS data and processes.
- Assemble, organize, and digitize information into the appropriate GIS database by using multiple software applications and platforms.
- Implement updates of new geo-data from multiple sources to base map layers and additional data layers.
- Maintain awareness of and implement National and State Public Safety GIS standards. Collaborate with local, regional, and State GIS experts to achieve and support NextGen 911 initiatives. Identify gaps and recommend enhancements to base maps.
- Collaborate with Public Safety computer-aided dispatch (CAD) and Mobile administrators to ensure that GIS data meets departments' needs and standards.
- Assist departments in diagnosing software and hardware problems; resolve issues and/or work with vendor to make corrections.
- Develop, test, and implement quality assurance (QA) and quality control (QC) processes to ensure GIS data accuracy and integrity.
- Develop and maintain documentation for all Public Safety GIS procedures, standards and operations.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## CONDITIONS OF EMPLOYMENT

- Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.
- Must be able to work extended workdays (up to 12 hours) on one or more days per week and/or on weekends.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in computer science, information technology, or business administration or a closely related field from an accredited college or university.
2. Two years of professional-level experience working in a GIS developer role, including the use of ESRI, ArcGIS, SQL Server, and PYTHON scripting.
3. Valid driver's license at time of appointment and throughout employment.
4. Must be able to pass a criminal justice information service (FBI) background investigation and clearance check.

*Equivalent combinations of education and experience may be considered.*

**IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Unofficial copies are acceptable; however, the transcripts must be legible and include the school name, applicant name, degree completed (if applicable), and date completed.

## DESIRABLE QUALIFICATIONS

- Familiarity with ArcGIS Enterprise, ArcGIS Hub, Story Maps, Operation Dashboard.
- Familiarity with Microsoft SQL Server environments, SharePoint, Office, and Teams. Experience writing SQL queries .

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to apply technical expertise in GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis.
- Knowledge of the principles and practices of project management, records management, and data collection techniques.
- Ability to effectively utilize ArcGIS Desktop and ArcGIS Online.
- Ability to provide user support and to explain technical concepts in terms that users can apply.
- Ability to gather and analyze data, reason logically, draw valid conclusions and make appropriate recommendations.
- Ability to read and interpret technical documents and policies.
- Skill in training technical and non-technical staff.
- Ability to prioritize and execute tasks in a high-pressure environment.
- Exemplary verbal communications skills in order to communicate technical information in an understandable way for both technical and non-technical staff.
- Ability to write clear and concise reports and documentation with the ability to express or translate complex technical information into non-technical, user-friendly terminology.
- Ability to work cooperatively and effectively with people whose backgrounds may differ from one's own.
- Ability to work effectively in a team environment.

## CURRENT SALARY

The current salary range (2IX) \$58,462-\$81,844 and the resident incentive salary range for City of Milwaukee residents is \$60,126-\$84,300. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **Wednesday, January 13, 2021**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is

responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## **ADDITIONAL INFORMATION**

APPLICATIONS and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## **CONCLUSION**

EEO 203

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.