



PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT

GIS Specialist (Geographic Information Specialist I - II)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:
PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or
Email: Recruiter@puc.texas.gov, or
Fax: (512) 936-7054, or
www.workintexas.com

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a college degree is a minimum required qualification, official/unofficial transcripts are required and must be submitted with the application (if you submit your application via www.workintexas.com, you must submit your transcripts via email to recruiter@puc.texas.gov). If you submit your application via workintexas.com, please **do not** submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

Job Vacancy Number: 2019-26

Division: Water Utility Regulation

Salary*: \$3,293.42 - \$4,262.51/month

(Commensurate with Qualifications)

Salary Group: B18, B20

Class: 0640, 0642

Type: Full-time Part-time Temporary

*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

**Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

Opening Date: January 22, 2019

Closing Date: Open Until Filled

Hours Per Week: 40

Established Work Hours: 8:00–5:00, M-F

(Flextime may be available with supervisory approval)

FLSA:** Exempt

EEO Category: Professional

VETERAN'S PREFERENCE

Veterans, Reservists, or Guardsmen with a Military Occupation Specialty (MOS) or additional duties that fall in the fields listed in the below link who meet the minimum qualifications are encouraged to apply.

The MOS codes applicable to this position can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

If you qualify for a Veteran Employment Preference, it is mandatory that you provide the required documentation with your State of Texas Application. Documentation must be provided before a Veteran Preference can be granted. Required documentation is as follows: Veteran – DD Form 214; Surviving Spouse of a Veteran who has not remarried – Marriage Certificate and DD Form 1300; Orphan of a Veteran who was killed during active duty – Birth Certificate and DD Form 1300.

GENERAL DESCRIPTION

Perform complex geographic information system work related to Certificates of Convenience and Necessity (CCN) mapping. Work involves input and manipulation of geographic information to create, maintain, display, update, and produce accurate maps and other representation of data. Work under general supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Create and modify maps, graphs, or diagrams, using geographical information software and related equipment.
- Review overlap checks and prepare polygons to update the proposed CCN mapping layer in Geographic Information System (GIS) format.
- Gather and compile geographic data from sources including censuses, field observations, satellite imagery, aerial photographs, and existing maps.
- Digitize and maintain spatial databases of relevant information, document procedures, validate data for accuracy and completeness, complete approved metadata forms, and produce maps of the resulting information.
- Evaluate information and data from outside sources to determine the quality of the data.

- Translate data from outside sources and convert data to assist users.
- Import, create, reformat, and process data to produce spatial distribution maps.
- Update all appropriate tariff, databases, and mapping information to prepare and complete final maps for water and sewer CCN matters.
- Assist with entering, correcting, and debugging of database records.
- Respond to inquiries regarding existing and proposed CCN maps, and the applicable rules, regulations, policies and procedures.

MINIMUM QUALIFICATIONS

If a college degree or a particular educational certificate is a minimum required qualification, official or unofficial transcripts must be submitted with the application.

- Graduation from an accredited college or university with a degree in computer science, computer information systems, geography, geographic information systems technology, management information systems, or related field.
- Geographic Information Specialist II: Minimum of two (2) years' experience in geographic information systems analysis and design work.

PREFERRED QUALIFICATIONS

- Experience with ESRI GIS software.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of drinking water and sewer utility regulations.
- Knowledge of terminology related to geographic information systems.
- Skill in the use of personal computers, and MS Office software.
- Skill in technical research and writing.
- Skill in solving problems related to testing, installing, and implementing geographic information system programs, and in troubleshooting system issues.
- 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 equitably.
- 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.

REMARKS

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines. Employees will earn compensatory time or overtime dependent on FLSA status.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- For males born on or after January 1, 1960, the PUC will verify proof of Selective Service registration through the online Selective Service System. Any males born after January 1, 1960 who are not registered will need to provide proof of exemption from the Selective Service registration requirement.
- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.

- Female and minority applicants are encouraged to apply.
- The PUC is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or humanresources@puc.texas.gov.