Geographical Information Sciences (GIS) Analyst
J o b   D e s c r i p t i o n

JOB INFORMATION

Effective Date	10/21/2021
Job Code:	3096
Job Title:	Geographical Information Sciences (GIS) Analyst
Salary Grade/Structure:	030 - Support Staff
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Information Technology
Job Family:	Information Technology
Job Summary	The individual will provide geopatial analysis support for EIH for various environmental research and/or education projects. In addition, the individual will coordinate and provide GIS training to EIH support staff as needed. The employee will prepare and present results of research at meetings, in technical reports, peer reviewed literature. Individual will assist in grant proposal preparation and will provide technical training workshops as needed to professional groups etc. Individual may serve as Co-PI on various projects with strong geospatial analysis component. Individual will interact with internal faculty, technical and administrative staff, outside agency staff and the public. These tasks represent about 85% of their duties. The supervisor for these duties will be the current EIH Director. In addition, the individual will serve as a lecturer in the School of Science and Computer Engineering where they will teach a minimum of 2 GIS courses (basic and/or advanced or special topic) each academic year (usually fall and spring semester) under the guidance and direction of the Dean of SCE or delegated faculty (e.g. Division and/or Program Chairs, etc). These duties represent (15%) of their duties on an annual basis (20% of 9 month appointment).

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	in GIS or a related field such as environmental science, geography, limnology or marine science with strong emphasis in and use of geospatial analysis of environmental data using current GIS software and technology as demonstrated by coursework or thesis/dissertation topic	Required	
Doctoral Degree	with academic in environmental science , geography or related field with strong emphasis in and use of geospatial analysis of environmental data using current GIS software and technology as demonstrated by coursework or thesis/dissertation topic	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	of practical experience conducting GIS analysis in support of applied environmental projects (e.g. hydrology, land-use, oceanography)	Required	
Less than 3 yrs	teaching, GIS courses at the undergraduate level and/or at technical continuing education workshops	Required	
Some	years experience serving as a lead investigator or staff scientist on an environmental research project. in the field of GIS. Greater teaching experience including upper level undergraduate or graduate university level courses	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	ESRI Instructor Certification		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency

JOB RESPONSIBIILTIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Provide GIS analysis and related support (e.g. geodatabase design, web applications) for EIH environmental projects.	50%
• Provide training and direction for staff working on EIH GIS projects.	10%
• Assist EIH Director during research report and proposal preparation, may serve as Co-PI.	10%
• Represent EIH while making presentations to external groups.	5%
• Serve as lecture and provide instruction (minimum 2 courses per year) in GIS Methods within School of Science and Computer Engineering; develop and revise course as needed to meet School objectives as requested by Dean of SCE or his delegates.	15%
• Assist EIH Director and EIH staff in the selection and use of GPS and survey equipment and design of field projects as needed.	5%
• Provide EIH GIS training workshops for outside professional groups, agencies and partners as requested and/or needed.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	No
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description

Geographical Information Sciences (GIS) Analyst
07/14/2022