

**Orleans Parish Communication District**  
New Orleans 911/311 System

**Job Title:** GIS Analyst I

**Reports To:** GIS Manager

**FLSA Status:** Non-Exempt

**Job Type:** Full time, In Office (no remote option)

**Starting Salary:** \$39.44/hour, 35 hours a week

**First Responder/Essential Employee Status:** This position is not defined as first responder according to the Federal Labor Standards Act and the intentions of the Louisiana Revised Statutes 33:9103 and 33:9124. This position is designated as Essential Personnel and may be required to report for duty during major events and/or declared emergencies of any size. Failure to report could result in immediate dismissal.

**Job Purpose/Summary of Position**

Reporting to the GIS Manager, the GIS Analyst I will be responsible for performing technical tasks primarily in support of the Orleans Parish Communication District (OPCD)'s Geographic Information System (GIS) and **Computer Aided Dispatch (CAD)** and mapping systems. Ancillary responsibilities include 9-1-1 telephony and network and administrative office systems. The GIS Analyst I will perform GIS administration, GIS database editing, geocoding, geoprocessing, data conversion, spatial analysis, and quality control processes. The GIS Analyst I will work with the team of OPCD IT professionals to maintain the OPCD GIS System and CAD network, including computers, other hardware, software, and system architecture.

The incumbent CAD system OPCD is Motorola Solutions PremierOne CAD.

**Position Responsibilities**

- Performs desktop mapping using ESRI ArcMap. Primarily works independently on assigned GIS tasks. Exceptions include collaborative tasks and training with the GIS Team when required.
- May perform work using Arc Online.
- Experience using ESRI Story Map, creating dashboards, and web publishing services is preferred.
- Performs geodatabase management, including independently managing small GIS projects.
- Performs data conversation and editing.
- Performs regular refreshes to OPCD's CAD and mobile spatial databases/maps.
- Performs edits to street centerlines, addresses, Fire Demand Zones, EMS/Police Response Zones and other critical 9-1-1 GIS layers.

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- Prepares data for the Next Generation 9-1-1 (NG911) environment. Performs research and edits municipal addresses and street names in coordination with the City of New Orleans GIS Department, City of New Orleans Department of Safety and Permits, and the Orleans Parish Assessor's office. Responds to GIS-related CAD inquiries by first responders as presented through OPCD team members in 911 Operations, or the Deputy Executive Director as the conduit for field responder liaison requests.
- Resolves OPCD bypass report incidents.
- Performs field edits for map accuracy.
- Conducts online research to track changes to schools, businesses, and other landmarks.
- Uses and analyzes aerial imagery used by OPCD.
- Acts as liaison between OPCD and partner public safety agencies for mapping-related hardware, software, and procedural issues.
- Assists with GIS needs of Regional/State public safety agencies for data, analysis, and training.
- Assists in geographic training/map use for OPCD Operations staff.
- Performs Master Street Address Guide (MSAG) maintenance tasks.
- Performs GIS CAD administrative duties in conjunction with OPCD CAD personnel.
- Monitors emerging GIS technologies to support the future GIS efforts of OPCD.
- Performs other duties as required.

#### **Basic Qualifications (Required Skills/Experience)**

- Bachelor's degree in Geography, GIS, Cartography, Remote Sensing, or a related field or five (5) years of equivalent experience.
- Two (2) years of experience in GIS analysis, map production, data maintenance.
- At least two years' experience in ESRI ArcGIS Platform: Desktop (ArcMap, Pro), Mobile, Online, including experience in GIS data editing and management as well as publishing GIS services to ArcGIS Online.
- Must be able to communicate GIS information effectively, both orally and in writing, with supervisors, individuals, and groups.
- Successful completion and clearance of a criminal background investigation and drug screening.

#### **Preferred Qualifications (Desired Skills/Experience)**

- Current Geographic Information Systems Professional (GISP) certification.
- Master's Degree in Geography, GIS, Cartography, Remote Sensing, or a related field or seven (7) years of equivalent experience.
- Four (4) years of experience in GIS analysis, map production, data maintenance.

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- Experience in general information technology, database management, and networking.
- Experience in the management and operational support of the same CAD system as OPCD's incumbent CAD will be considered as an enhanced capability fulfilling requirements.
- Experience working in local/federal government and/or emergency response fields.

**Physical Requirements**

Tasks require the ability to exert light physical effort, which may involve occasional lifting, bending, kneeling, stooping, pushing, or pulling of objects. Tasks require the ability to view computer screens for long periods of time, sufficient visual acuity to perform essential job functions, with or without correction, is required.

**Drug Free Workplace**

OPCD is a Drug Free Workplace where post offer applicants and employees are subject to testing for marijuana, cocaine, opioids, amphetamines, PCP, and alcohol.

**Shift**

- This position involves on-call rotation and requires residency within the Greater New Orleans Metropolitan Area (within 25 miles or a standard 30-minute drive from OPCD).
- This position is designed to work a seven hour shift each day, Monday through Friday, and at the direction of the Director of Technology in order to have staffing during administration's business hours 8:00am to 5:00pm, with additional expectations for nights or weekends as circumstances require. Time of shift may be re-assigned at any time based upon the agency's need. Reporting to work during major events and/or declared disasters is expected. This position is required to be primary employment. Conflicts created by secondary employment or a failure to disclose other employment may result in termination.

**Additional Information for Prospective Candidates**

This job description does not contain a comprehensive listing of activities, duties or responsibilities that are required for this position. Duties, responsibilities, and activities may change at any time with or without notice as required to fulfill the organization's mission.

*The Orleans Parish Communications District is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, genetic factors, military/veteran status or other characteristics protected by law.*