



COUNTY OF KAUA'I
Department of Human Resources
4444 Rice Street, Suite 140
Lihue, Kauai, HI 96766

<http://www.kauai.gov/HumanResources>

INVITES APPLICATIONS FOR THE POSITION OF:
Geographic Information Systems Analyst II (SR-22)
An Equal Opportunity Employer

SALARY

\$3,950.00 Monthly \$47,400.00 Annually

OPENING DATE: 11/25/15

CLOSING DATE: CONTINUOUS

Recruitment No.: **1516-115** Open Competitive

Open: Includes all interested individuals including members of the general public

Eligible lists may be used for temporary and permanent vacancies for the class of work during the life of the eligible list. Temporary appointments may lead to conversion to permanent employment.

DUTIES SUMMARY Researches, analyzes, designs, and produces the full range and variety of Geographic Information System (GIS) projects and applications and participates in the design and maintenance of the GIS database; and performs other related duties as required.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the filing date of their application, unless otherwise specified.

Please note that unless specifically indicated, the required education and experience may not be gained concurrently. Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position.

Note: Calculation of experience is based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve months of experience at 20 hours per week is equivalent to six months of experience. In addition, hours worked in excess of 40 hours per week will not be credited. Example: Twelve months of experience at 60 hours per week is equivalent to one year, not one and one-half years.

Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with a baccalaureate degree in geography, computer science, engineering or a related field, and two (2) years of work experience in GIS analysis and utilizing spatial databases.

License Requirement: Possession of a valid motor vehicle operator's license as required by the position.

Knowledge of: geography as it applies to GIS; concepts and principles of GIS; mapping, cartography, surveying, and photogrammetry; data and word processing; operations, characteristics and capabilities of various types of GIS computer and peripheral equipment; computer programming language; GIS and relational database management concepts and theories; operations, characteristics and capabilities of various types of GIS computer and peripheral equipment; research methods and techniques.

Ability to: analyze, correlate, and evaluate thematic map data and records; create GIS computer programs to enter, process and create maps, graphics and data reports; manage the preparation and operation of GIS projects; maintain effective working relationships with others; formulate ideas and present them clearly and concisely, orally and in writing.

Health and Physical Condition: Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Light

ADDITIONAL JOB INFORMATION

Required Forms and Documentation:

1. Evidence of education (degree or transcript). A legible photo copy of an official transcript will be accepted. DHR reserves the right to request for an official copy.
2. Copy of your valid motor vehicle operator's license (Hawaii Type 3 or equivalent)

Note: Transcripts downloaded from the internet are not acceptable. Copy of your education degree or transcripts and driver's license must be submitted in order to be given credit. Copies will not be returned. Mail or drop off: Department of Human Resources, 4444 Rice Street, Suite 140, Lihue, HI 96766 or email at hrrecruitment@kauai.gov within **7 calendar days** from filing this application. Office hours are Monday through Friday (except holidays) from 7:45 a.m. to 4:30 p.m.

Examination:

The examination will consist of a training and experience evaluation based on the applicant's education and experience as presented in the application. **Be certain to list all pertinent training and experience, as this may be important in determining your examination score. It is essential that the applicant describe fully the duties and responsibilities of each position held, specify the date of each position held (from and to, month and year), and indicate the number of hours worked per week.**

For further information about Equal Employment Opportunity, the Merit Civil Service System, Citizenship and other requirements, Reasonable Accommodation, Veterans Preference, Examination Requirements, and the Internal Complaint and Merit Appeals Board Processes please visit our website at www.kauai.gov.

NOTE: Persons selected for employment will be required to pass a suitability background investigation which may include, but not limited to, an oral interview, reference check, drug screening, pre-employment medical exam, psychological assessment, polygraph test, as applicable to the position to their employment.

PLEASE APPLY ONLINE AT:
<http://www.kauai.gov/HumanResources>

EXAM #1516-115
GEOGRAPHIC INFORMATION SYSTEMS ANALYST II (SR-22)
ET

FOR ASSISTANCE, PLEASE CONTACT OUR OFFICE AT:
4444 Rice Street, Suite 140,
Lihue, Kauai, HI 96766

WHO CAN APPLY

CITIZENSHIP AND RESIDENCE: You must be a citizen, permanent resident alien, or national of the United States, however, if you are a non-citizen with unlimited employment authorization from the U.S. Immigration & Naturalization Service, you may also apply. All persons seeking employment with the government of the State or in the service of any county shall also become residents of the State within thirty (30) days after beginning their employment and as a condition of eligibility for continued employment. You must provide evidence verifying your citizenship or alien registration status and employment authorization in the United States at the time of application.

VETERANS' PREFERENCE: If you are claiming the 5 or 10 points Veterans' Preference you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service. To receive 10 Veterans' Preference Points, submit a copy of an official statement/letter from the U.S. Department of Veteran Affairs or armed service dated within the past 12 months which confirms your qualification to receive 10 points preference. Please note, veterans' preference points will not be applied to promotional exams.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The County of Kauai is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination and drug screening test. The cost for the physical examination shall be borne by the applicant and not the County of Kauai. An applicant will be rejected if the applicant is known to be a habitual or excessive user of drugs, narcotics or intoxicating beverages which is/are detrimental to the proper performance of the duties and responsibilities of the position or if the applicant is determined to be an illegal user of drugs or narcotics.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience and other public employment requirements for County Civil Service employment. Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate your average number of hours worked per week.

Qualified candidates are placed on an eligible list in descending order, based on their examination scores and availability for employment. Referrals for job vacancies are made in descending order, starting with the highest scores. In addition, veterans whose veterans' preference points enable them to equal or exceed the score of the lowest referred eligible will also be referred. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list. Eligible lists are effective for at least six months, and may be extended. We will not withhold the referral of names of eligibles for employment consideration because of the applicant's failure to provide accurate and complete information concerning your qualifications.

HOW DO I APPLY?

Go to the County of Kauai (www.kauai.gov) website to view current job openings. From your job search results, click on the job title to view the Career Opportunity Announcement. Click on the "apply" link. If you are a first time user, you must set up your account, or if you have already set up your account, simply log in and complete your application. If you are applying for the first time, an e-mail address will be required to apply online. **Do not use another person's e-mail or NEOGOV account.** If you do not have an e-mail address, you can sign up for free e-mail through various services such as Hotmail, Yahoo! Mail, or Excite. Applications submitted electronically must be submitted by 11:59 p.m. (HST) of the announced last day for filing applications. Online applications are now available 24 hours a day and 7 days a week for your convenience. Complete the application by the deadline stated. For positions indicated "CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET", notice of the last day to apply will be posted in our office and on the website.

For more information, please visit our website www.kauai.gov, or call (808) 241-4956; Telecommunication Relay Service: 711, Video Relay Service: 877-467-4877

EXAMINATION: Unless otherwise specified in this announcement, you must qualify on an appropriate examination designed to measure applicants' knowledge and skills and abilities necessary for satisfactory performance of the duties and responsibilities of this class of work. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination.

If you must take an examination but require special accommodation, auxiliary aid or assistance, please call 241-4956 ten (10) days before the testing date. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

NOTIFICATION: You will be notified, in writing, of your employment eligibility. If you selected to be notified by email, you are responsible for monitoring instructions and correspondence from this office by checking your email account in a timely manner. To ensure proper delivery, please make sure you:

- Use a valid email account;
- Verify your email address is entered correctly on your Government Jobs account;
- Check your spam folders; and
- Add info@governmentjobs.com to your contact list.

ADMINISTRATIVE REVIEW AND APPEAL:

Administrative Review: If you do not agree with an action taken on your application, you should request an administrative review with the Department of Human Resources. This must be done within 10 calendar days following the date of your notice. **If you do not submit your request within the ten day limit, no administrative review will be conducted.** A request for an administrative review shall not delay, prevent or invalidate the certification of names from the eligible list nor the appointment of a person from that list.

Appeal: If you do not agree with the administrative review decision or action taken by the Department of Human Resources, you may appeal to the County of Kauai Civil Service Commission within 20 days from the date your notice was sent. Appeals to the Commission must be in writing and sent to: County of Kauai Civil Service Commission, 4444 Rice Street, Suite 150, Lihue, HI 96766. A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

"An EQUAL OPPORTUNITY EMPLOYER"