



BUSINESS AND INDUSTRY SPECIALIST —
GEOGRAPHIC INFORMATION SYS (GIS) SPECIALIST (1101 Series)

Responsibilities

- Develop and manage geospatial databases using geographic information system (GIS) software for use in the real property accountability process.
- Use global positioning system (GPS) hardware and software to perform surveys that verify data and plot verified data onto mapping projects for incorporation into a geospatial database.
- Advise and guide others on matters pertaining to Geographical Information Systems (GIS) services to support operations.
- Advice on Computer Aided Design and Drafting (CADD) and Geospatial Information Systems (GIS) for the implementation and maintenance of an integrated geospatial information community.
- Perform quality control by reviewing various documents (e.g., surveying, mapping, photogrammetry, route surveying, remote sensing, cartography, geographic information systems, and aerial photo interpretation) for accuracy.
- Perform quality assurance or quality control reviews to maintain metadata and data accuracy and standards compliance (e.g., Spatial Data Standards for Facilities Infrastructure and Environment [SDSFIE]).
- Prepare task plans (e.g., Statements of Work, Plan of Action and Milestones, Cost Estimates) to define customer requirements.
- Draft Geospatial Information Systems (GIS) documentation (e.g. inventory reports, desktop procedures, Standard Operating Procedures) as needed by organization.

Qualifications

- 1) Applying Geographic Information Systems (GIS) concepts, principles and practices and business line as it relates to maintenance systems;
- 2) Implementing GIS technology and management of GIS projects for multiple utility systems;
- 3) Applying the following within the GIS Environment Spatial Data Standards for Facilities (SDSFIE) entity data structures (Raster and Vector data; Topology; Attribute data structures; Data acquisition, entry and database construction; Spatial Analysis in GI&S and Cartographic Representation; Geocoding; Metadata; Digitizing; Editing Attribute and Graphical Data); and
- 4) Preparing hard copy output and graphs using various hardware/software applications including Geo database, Oracle, MS Access.

Additional qualification information can be found from the following Office of Personnel Management websites:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-ADMIN>

Clearance: Secret