STANISLAUS COUNTY
invites applications for the position of:

GIS Specialist (Application Specialist I/II)

An Equal Opportunity Employer

**SALARY:**

<table>
<thead>
<tr>
<th>Hourly</th>
<th>Biweekly</th>
<th>Monthly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18.43 - $29.91</td>
<td>$1,474.40 - $2,392.80</td>
<td>$3,194.53 - $5,184.40</td>
<td>$38,334.40 - $62,212.80</td>
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</tbody>
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**OPENING DATE:** 06/30/17

**CLOSING DATE:** 07/31/17 05:00 PM

**GENERAL INFORMATION**

This recruitment is being conducted to fill a vacancy for the Clerk Recorder-Registrar of Voters Office and to establish an eligibility list to fill future full-time and part-time vacancies throughout Stanislaus County.

Oral examinations are tentatively scheduled for the week of August 14, 2017.

**ABOUT THE DEPARTMENT**

The Stanislaus County Clerk Recorder-Registrar of Voters Office, under the guidance and leadership of the County's Clerk Recorder/Registrar of Voters, is dedicated to the oversight of the County's election processes and to the oversight of recording legal and real property documents. The department has a total budget of over 6 million and consists of 48 full-time allocated positions. The department consists of three divisions: Administration Division, Recorder Division and Elections Division.

**ABOUT THE POSITION**

The Application Specialist I is the entry level position in this series. This classification performs a variety of technical duties in support of various computer hardware and/or software with emphasis on specialized applications that have a medium degree of complexity. In addition to Geographic Information Systems (GIS), other specialized applications include: Office Automation Suites, Electronic Document Management Systems, Departmental/Enterprise-wide Applications such as Justice, Health and Social Services, and Help Desks. Assignments require knowledge of specialized applications typically running on the desktop. Duties in this classification require a broad range of skills spanning both hardware and software, but with the greater emphasis on applications. This classification requires experience in supporting specialized applications, technical knowledge, and initiative in making decisions within established guidelines.

The Application Specialist I is distinguished from the II level classification by the scope of responsibility, level of independence
exercised, amount of staff oversight and support required, lower
degrees of complexity and fewer applications supported. This
position is subject to overtime, standby, weekend, holiday, shift,
and callback assignments. Performs related duties as assigned.

**TYPICAL TASKS:**

- Create and modify maps and diagrams using ESRI GIS
  software products tools and databases;
- Acquire and manage GIS data, maps and legal descriptions
  of boundaries;
- Interpret and follow maps and legal descriptions;
- Develop a strong working knowledge of applications used at
  the department level;
- Provide technical support to end-user staff, including help
  desk activities and end-user training;
- Assist with application deployments;
- Participate in application installation, configuration, upgrades
  and maintenance;
- Participate in desktop hardware installation, configuration
  and maintenance; and
- Prepare handbooks, manuals and other training related
  materials.

**MINIMUM QUALIFICATIONS (SKILLS, ABILITY, KNOWLEDGE,
EDUCATION/EXPERIENCE):**

**APPLICATION SPECIALIST I**

- Assist with application deployment (installation,
  configuration, testing and cut-over), support and
  maintenance;
- Transfer knowledge to end-users;
- Assist in developing effective presentations;
- Possess a sound working knowledge of emerging
  technologies/applications noted above;
- Demonstrate, develop, and support a strong commitment to
  customer service;
- Communicate clearly and concisely, both orally and in
  writing; and
- Carry out physical bending, stooping, and stretching in order
  to move, unpack, or install systems including lifting boxes or
  equipment weighing approximately 20-30 pounds.

**APPLICATION SPECIALIST II**

- Assist in application development and programming;
- Assist with application deployment (installation,
  configuration, testing and transition), support and
  maintenance;
- Develop and maintain departmental reports, forms, and
  letters;
- Transfer knowledge to end-users;
- Assist in developing effective presentations;
- Possess a sound working knowledge of emerging
  technologies and applications noted above;
- Demonstrate, develop, and support a strong commitment to
  customer service;
- Communicate clearly and concisely, both orally and in
  writing; and
- Carry out physical bending, stooping, and stretching in order
  to move, unpack or install systems including lifting boxes or
equipment weighing approximately 20-30 pounds.

KNOWLEDGE

APPLICATION SPECIALIST I

- Desktop applications; and
- Develop end-user documentation and training materials.

APPLICATION SPECIALIST II

- Microsoft Windows;
- Microsoft Office Suite;
- Programming Languages;
- Relational Databases;
- Desktop publishing; and
- Developing end-user documentation and training materials.

EDUCATION AND EXPERIENCE

APPLICATION SPECIALIST I

PATTERN I

- One (1) year or more of full-time experience in supporting hardware and/or software in specialized computer applications;

PATTERN II

- Six (6) months of full-time experience in supporting hardware and/or software in specialized computer applications and 15 units of relevant computer college coursework, or equivalent professionally recognized systems engineering certification;

PATTERN III

- A Bachelor's degree in a computer related field.

Application Specialist I is a Veterans' Preference Program eligible job classification. For more information please click on the following link: http://www.stancounty.com/personnel/pdf/hiringpreference.pdf

APPLICATION SPECIALIST II

PATTERN I

- Equivalent to two (2) years of full-time increasingly responsible experience in supporting hardware and/or software in specialized computer applications.

Note: No less than 30 units of relevant computer college coursework or equivalent professionally recognized systems engineering certification may be substituted for one (1) year of the
required experience.

PATTERN II

- Two (2) years of relevant experience performing duties comparable to an Application Specialist I.

LICENSE

- Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

DESIRABLE QUALIFICATIONS

- Two (2) years experience retrieving data from relational database management systems using standard SQL (Structured Query Language) commands; OR
- One (1) year experience working with the core ESRI GIS software products, specifically ArcGIS Desktop, Arc/Info, ArcMap, ArcSDE, and relational databases within MS SQL Server; OR
- Two (2) years experience electronically creating and interpreting maps, with detail to geometry, proper scale, legibility; OR
- Bachelor's Degree in Geography and/or Geographic Information Systems.

APPLICATION AND SELECTION PROCEDURES:

CONVICTION/CRIMINAL HISTORY INFORMATION QUESTIONNAIRE

Once it is determined that you meet the minimum qualifications for this position, you will receive an email informing you to complete a conviction questionnaire (you may be asked to complete this process for each application submitted). You will have five (5) working days from the date on the email to follow the detailed instructions and complete the questionnaire. A completed conviction questionnaire is required to continue in the recruitment process.

CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Technical Services bargaining unit for labor relations purposes.

Individuals who are in a full-time classified position are required to serve a twelve-month probationary period, which may be extended an additional six months for a total of eighteen months. The probationary period does not apply to unclassified positions.

EQUAL EMPLOYMENT OPPORTUNITY
The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

APPLICATION PROCEDURES/FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application form.

"Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application form. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications."

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodation Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.


GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER
Stanislaus County reserves the right to revise the examination plan described in this bulletin to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding, and such information prevails over information contained in this bulletin. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at http://www.stancounty.com/riskmgmt/ under "Disability Management."

APPLICANTS MAY APPLY ONLINE AT:
http://www.stancounty.com
Stanislaus County/Human Resources
1010 10th Street, Ste 6800
Modesto, CA 95354
209-525-6341
jobhelp@stancounty.com
An Equal Opportunity Employer

GIS Specialist (Application Specialist I/II) Supplemental Questionnaire

* 1. *1. How many years experience do you have retrieving data from relational database management systems using standard SQL (Structured Query Language) commands?
   - No experience
   - Less that 1 year
   - 1 year
   - 2 or more years

* 2. *2. How many years experience do you have working with the core ESRI GIS software products, specifically ArcGIS Desktop, Arc/Info, ArcMap, ArcSDE and relational databases within MS SQL Server?
   - None
   - Less than 1 year
   - 1 year
   - 2 or more years

* 3. *3. How many years experience do you have creating and interpreting maps with detail to geometry, proper scale, legibility and consistency?
   - None
   - Less than 1 year
   - 1 year
   - 2 or more years

* 4. *4. Please describe in detail your experience, if any, with the Desirable Qualifications. Please enter "N/A" if you have no experience in these areas.
* Required Question