

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50621761

Allocation Action:	New Position
Official Allocation:	GIS ANL 3
Job Code:	173550
Pay Level:	TS-312
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	08/17/2021
Position Audited:	No
Audit Date:	
Comments:	New Position number 50621761

Log Number:	182095
Consultant:	CDU
Supervisor:	JLR



STATE CIVIL SERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☐ UPDATE ☐ AGENCY APPEAL ☐ MASTER ____ # requested☐ JOB CORRECTION ☐ 5.3 APPEAL☒ CAREER
PROGRESSION GROUP☒ NEW POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04

POSITION NUMBER

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE
GIS Analyst 3REQUESTED PAY LEVEL
TS-312REQUESTED OFFICIAL JOB CODE
173550

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50536390WORK PARISH
EBRPERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY
☒ FT SALARY
☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

Nakesla Blount

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/Quail/Strategic Initiatives

HUMAN RESOURCES TELEPHONE

(225) 763.8896

OFFICIAL TITLE OF SUPERVISOR

Director

DIRECT SUPERVISOR'S POSITION NUMBER

50462763

HUMAN RESOURCES EMAIL

nblount@lhc.la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF
☐ REVIEWS AND APPROVES WORK ☐ PREPARES & SIGNS PES RATING ☐ APPROVES LEAVE

0

NUMBER OF DIRECT
SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE

DATE

☐ I certify that the information in this document is true and correct to the best of my knowledge.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

DIRECT SUPERVISOR

DATE

☐ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

APPOINTING AUTHORITY (Required)

DATE

☒ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

Bradley R. Sweazy, Interim Executive Director

8/17/21

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

The GIS Analyst 3 in the Louisiana Housing Corporation (LHC) Strategic Initiatives Unit will serve multiple programmatic areas of the LHC to accurately analyze geographic information, develop and maintain geographic information that supports the corporation and GIS applications, creates special purpose maps and report in accordance with federal reporting requirements.

40% **Reporting / Data Analysis**

- Conducts full life-cycle activities to include requirements analysis and design, reporting capabilities, and continuously monitor performance and quality control to identify improvements.
- Assists in production tracking, monitoring, and reporting on performance and expenditures of housing programs.
- Creates housing reports and dashboards to ensure administrators adhere to program's goals and performance objectives.
- Transforms raw data into insights through data modeling in SQL, Excel, PolicyMap and or other analytical tools
- Facilities and delivers public records requested related to housing data.

40% **GIS Data Mining**

- Works primarily within an ESRI ArcGIS, Reporting Services and Microsoft Office Environment.
- Performs GIS data mining with the ability to organize and track large sets of geospatial data from various sources.
- Collects, compiles and processes housing data to produce maps, reports, and metrics using basic GIS spatial analysis methods.
- Provides quality assurance/control on all data deliverables.
- Designing digital maps with geographic data and other data sources.
- Produces graphics of special purpose maps, GIS statistics, and geographic modeling on a variety of software applications of data for housing programs for LHC.
- Product reports on geographic data utilizing data visualizations.
- Coordinates creation and maintenance of metadata, uses analytical skills to solve GIS hardware, software, networking and data issues.
- Performs image processing on aerial photography, satellite imagery, etc., to provide input data for GIS including project coordination to assure project equality and timeliness of deliverables.

10% **Project Management**

- Serves as a lead worker for special projects, including project scoping and organization of projects to completion.
- Presents technology and problem solving findings and recommendations on issues to top management.
- Initiates and directs policy research projects involving need assessment surveys, special purpose questionnaires, citizen participation components, model legislation, and applicable data for other states.

10% **Process Automation**

- Obtains reviews, and analyzes data concerning programs or operations; scope and goals; and the policies, practices, methods, and procedures used to implement and maintain programs.
- Makes recommendations as necessary to improve efficiencies and effectiveness of Corporation programs, which may include the addition or reorganization of staff and functions.
- Creates advanced electronic workflows by using SharePoint Designer and/or other design software.
- Designs, develops and configures SharePoint site list and document libraries necessary to create efficiency across the Corporation.
- Perform other duties as assigned.

