# Business Process Analyst III (BPA) GIS & Data Management

## General Information
**Position Title:** GIS and Data Manager, Full-Time
**Location:** Carson City, Nevada
**Supervised by:** Deputy Administrator – Operations
**Recruitment Page:** https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep (Fiscal Management and Staff Services Section)

The Nevada Division of Forestry manages all forestry, nursery, endangered plant species, and watershed resource activities on private and certain public lands. The Division also provides fire protection of wildlands and natural resources through fire suppression and prevention programs and other emergency services. Main functional areas of the Division include Administration, Natural Resource Management, Fire Management, the Conservation Camp Program, Air Operations, Support Services, Fiscal, the Central Reporting Unit, and Personnel.

## Our Vision
NDF is a valued and relevant public agency that uses a collaborative process to deliver science based natural resource management and protection promoting resilient landscapes, fire adapted communities, and safe, effective wildfire response provided by employees that embrace the core values of duty, respect, and integrity.

## Our Mission
The Division of Forestry provides professional natural resource and wildland fire management services to Nevada citizens and visitors to enhance, conserve and protect forest, rangeland and watershed values, endangered plants and other native flora.

## Objectives
Continue to improve the health and vigor of Nevada's watersheds and diverse ecosystems through increased technical assistance to landowners and land managers; develop partnerships with Federal, state and local agencies and the private sector; enforce state laws and regulations; promote scientifically-based conservation and best management practices; and educate the public on land stewardship ethics.

Actively protect, enhance and manage the natural resources of the state through education, technical transfer and revegetation of wildfire-damaged lands.

Provide scientifically-based conservation and environmental education programs utilizing Nevada's natural resources and their management as educational opportunities.

Improve the environment of our cities and communities by increasing the planting of trees and improving the care and maintenance of existing trees.

Promote public awareness about the important role community resources play in the quality of life for all Nevadans.

# Position Description

The role of the Business Process Analyst in achieving this mission is to develop and manage processes that allow acquisition, organization, analysis and utilization of data necessary to present agency performance and assist the decision making processes of where the agency invests limited resources. In this role, the BPA participates in agency program planning and assists with development of end user products.

Because GIS is integrated into many of the agency's data collection, management and analysis processes, the BPA will manage the agency's statewide geographic information system and provide state-wide support to a network of agency users to ensure their access and use of the system is optimized and provides critical data used in agency strategic planning, operations, and performance reporting. To effectively serve the GIS oversight and support role, the BPA manages the agency's GIS hardware and software requirements, and delivers statewide technical support through face-to-face support as well as remote communication methods.

# Position Specifics

While providing GIS system administration as well as data management this position is primarily responsible for:

**GIS System Administration**

This position will be responsible for overseeing the GIS system at NDF to ensure user access, functionality, as well as integration into data collection and management needs. Additionally, the position will be required to perform GIS-based data analysis as well as produce cartographic products for the agency leadership team. Below is a breakdown of the current GIS configuration duties, tasks and capabilities for the position of which the agency would expect this position to initially adopt while also analyzing these and proposing opportunities to improve them for improvements in function and efficiency for all users.

**Current GIS Configuration**

Because NDF is a state-wide agency and various locations have differing levels of internet connectivity, the GIS is a conglomeration of a variety data source, storage, and management types to meet the current needs of users under existing logistical constraints. The agency does not anticipate that this will be the way that GIS is managed entirely in the future, though all functional needs of the users' needs to be met while introducing improvements or modifications.

> **DCNR Enterprise Geodatabase**
>
> The enterprise geodatabase holds a very small amount but important data for use by NDF and other agencies. The reason it is small is because NDF develops or authors very little large-scale original datasets for outside use. This database is used primarily for use in connecting state office staff (primarily the GIS Coordinator), resource and projects to data sources.
>
> **NDF State Data Catalog Server**
>
> This is simply a server with GIS data organized in folders for access by anyone within a hardware link that has a serviceable speed. Some efforts are made to synchronize this data with the data catalogs found in the NDF Data Catalog Servers in Elko, Las Vegas, and East Lake. Locally generated analysis data for individual projects is also stored here.

**NDF External Data**

These are remote users with single use licenses and external hard drives with copies of NDF Data Catalogs on them for use by users in remote locations that have spotty connection. Data is rarely synchronized with NDF Data Catalog Servers currently. Locally generated analysis data for individual projects is also stored here.

**NDF App Users**

These are field staff that plan and/or implement field projects that do or will be using collector to report accomplishments back to the NDF State Geodatabase through Collector or other Apps. These users also exist at the State and NDF Data catalog locations. Locally generated analysis data for individual projects is also stored here.

**NDF User and GIS Infrastructure locations**

See map below.
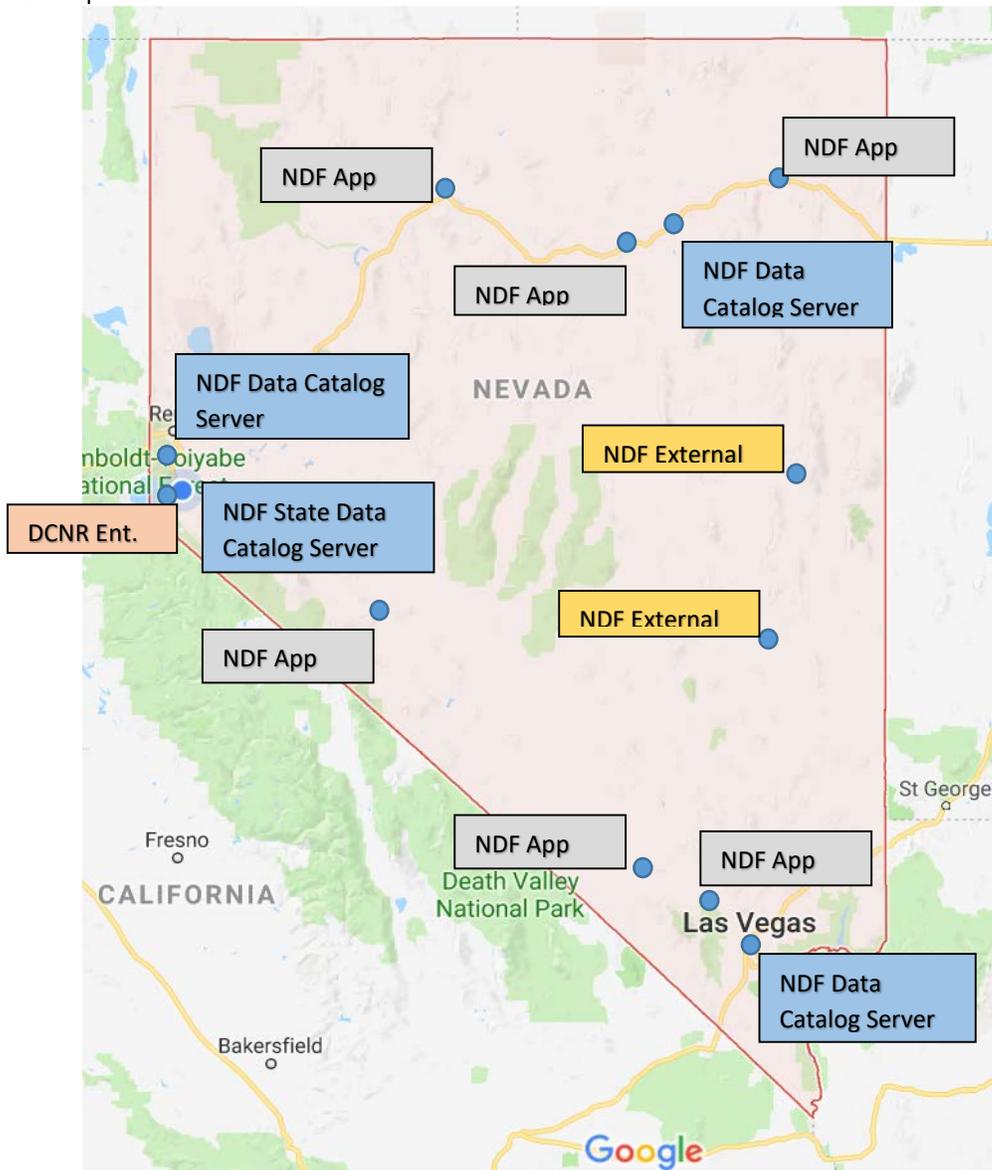
**Current GIS Workload**

The GIS workload of this position is outlined below and contains of the essential needs of the agency with regards to this positions roles in ensuring that the GIS system is configured and deployed to meet agency and users' needs for mapping, data collection and storage. Additionally, the position will also be required to perform cartographic mapping, geospatial analysis and reporting for the agency leadership team.

**Field App User Support (20% of GIS workload)**
- Collector, Avenza and other App development, maintenance, and training for users
- Data collection device configuration, connection and planning

**GIS User Support (20% of GIS workload)**
- Collector App development, maintenance, and training for users
- Data collection device configuration, connection and planning
- Server backup and synchronization planning with IT
- Data organization, geodatabase development and data organization
- User trainings and technical assistance

**GIS System Coordination (40% of GIS workload)**
- Software maintenance, licensing and planning
- Hardware specifications with IT for computer
- Connection issue resolution with IT
- Data and server synchronization
- Integrating new technology locally and remotely where needed

**GIS Special Projects (20% of GIS workload)**
- Special analysis, cartographic, and reporting performed at the request of executive level staff (program managers, deputy admin and administrator)

**Data Collection, Management, Analysis and Reporting Functions**

The Division of Forestry's mission is to provide professional natural resource and wildland fire management services to enhance, conserve and protect forest, rangeland and watershed values, endangered plants and other native flora. The role of the Business Process Analyst in achieving this mission is to develop and manage processes that allow acquisition, organization, analysis and utilization of data reflective of agency accomplishments necessary to evaluate agency performance and assist the decision making processes of where the agency invests limited resources. In this role, the BPA participates in agency program planning and assists with development of end user products.

NDF's current system of accomplishment documentation and reporting (collector applications), is not comprehensive relative to data needs, nor easily used, and not easily queried. The system is independently managed and not well-coordinated. There is a need to develop a single data collection and management system that will capture all the varied work activities and accomplishments the agency completes relative to accomplishing our mission.

The system will be easily used by all staff, automated to the degree possible, flexible enough to collect a range of different types of information from geospatial, numerical and descriptive. Some of the data may require manual input and some will be automated (geospatial). The system will be linked to the

agency's electronic display mediums such as the web-portal, website and others so that the portal is capable of displaying accomplishment data for portal users.

This position will be required to understand the broader picture of these existing systems and processes and ensure they are being executed at prescribed frequencies, efficiently operating, and producing the desired results for the agency's needs. Once the person in this position fully understands the current situation, the incumbent will be responsible for proposing supportable approaches to improve the effectiveness and efficiency of the systems. Upon system establishment, the incumbent will be responsible for developing, establishing, monitoring, managing, and overseeing its daily operations and functions to ensure that it remains efficient and effective at meeting strategic goals and objectives.

The agency currently has the following strategic priorities with regard to this position's role:

- Evaluate, monitor and report operational accomplishments (what is being done, where, and when) and strategic direction of the agency.
    - Develop a robust records management system for readily accessible data and reports aligned with strategic goals and operational accomplishments.
        - Create strategy and design for software and data management systems that can be used
        - Inventory current data collected and needed for strategic accomplishment monitoring and reporting
        - Provide equipment, access, methods, and training for collection necessary
    - Perform analyses on-demand or regularly scheduled to provide live or period-based outlooks of agency performance.
        - Provide equipment, access, methods, and training for analysis by this position or other staff as required

## DESIRED ATTRIBUTES

- Dedication and commitment to the mission and vision of Nevada Division of Forestry.
- Leader with a track record of applying daily duty, respect, and integrity.
- Independent, self-motivated, creative professional.
- Foster interpersonal relationships, careful partnership building and follow-through.
- Ability to facilitate productive group deliberations concluding in supported decisions.
- Excellent oral and written communication skills.
- Professional presentation skills.
- Team player with the ability to collect many different types of input and move forward in positive, productive ways.
- Ability to simultaneously manage multiple projects with varying levels of complexity.
- Ability to make sound decisions when considering a multitude of complexities.
- Close attention to detail and organization.
- Organized, capable of prioritizing, and problem solver.

## PERFERED EXPERIENCE
- Experience with using and managing ESRI and related products for mapping and database management, including but not limited to ArcSDE; Server; AGOL; Collector; Survey 123; Dashboard, etc.
- Secondary educational degree, experience or familiarity with natural resources, their management, or ecology in the Great Basin region. Otherwise interested in learning about and assisting the agency with related data and GIS duties centering around this information.
- Strong proficiency in Microsoft Excel, Word, Publisher, Access & PowerPoint.
- Map-based tracking, analysis, and planning.
- Business process development and implementation.

## REQUIRED QUALIFICATIONS
All qualifications are set forth by the State of Nevada, Department of Administration, Division of Human Resource Management per the established Class Specification for the Business Process Analyst III position (http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/ClassSpecs/70/07-655spc%203-20-15PC-%20FINAL.pdf).

Bachelor's degree from an accredited college or university in business, public administration, management information systems, or other disciplines related to the assignment and three years of progressively responsible professional experience in a related program area analyzing and interpreting program laws, regulations, policies and procedures, which included two years of experience applying recognized data processing concepts to business process planning and analyses; OR one year of experience as a Business Process Analyst II in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirements).

The applications will also be rated by the State of Nevada – Personnel Division's position recruiter based on the following:
- Ability to travel statewide, up to 25% of the time, to support the GIS and Data Management roles and duties.
- Experience using ESRI products to produce electronic and hard-copy cartographic products, as well as collect, manage and perform analyses on geospatial data.
- Database management systems and software use and application.
- Data management processes and procedure development and implementation.
- Data analysis and reporting experience and capabilities

## COMPENSATION
The position's salary and benefits are established by the State of Nevada. The funding sources for the salary are State General Funds. The position is grade 38, and has pay increases of steps 1 through 10, when annual evaluations result in a "meets standards" or higher rating. The agency may apply for an advance in steps upon hire, depending on the qualifications of the candidate, though advancement is not guaranteed. Salary amounts can be found here:
http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Sections/Compensation/2018/PP01%207-1-18.pdf
And
http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Sections/Compensation/2018/PP02%207-1-18.pdf

This position is a benefited employment opportunity. Benefits include health insurance, retirement, mileage, paid time off and paid holidays.

The position is expected to work 40hrs per week from our Carson-based office location and other field locations requiring assistance. Policies and procedures are established in the following:
- Nevada State Employee Handbook,
- Nevada Division of Forestry - Division Administrative Manual,
- State Administrative Manual, and
- Nevada Network of Fire Adapted Communities Operations Manual.

Employee will be eligible for full benefits immediately upon hire, though leave cannot be taken within the first six months of employment, sick time can be used as accrued and a 1-year probationary period is mandatory. The position will report to, and be supervised by, the Deputy Administrator - Operations at the Nevada Division of Forestry's State headquarters in Carson City.

## Environmental and Physical Factors
Work is performed in an office, vehicle and/or outdoor setting in all possible weather conditions. While performing the duties of this job the employee is required to stand, sit, walk, talk, or hear for extended periods of time.

## Additional Information
Successful applicants must have a valid Nevada driver's license.

*Equal Employment Opportunity. There shall be no unlawful discrimination or harassment against employees or applications for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status.*