***This is only a **preview** of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the "Click here to go to the Internet exam" link at the bottom of the bulletin.

Training and Experience Evaluation Preview

Research Analyst 1 & 2 (GIS)

(Geographic Information Systems)

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the hiring process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 – 8 Research Analyst 1 & 2 (GIS) and
                                        9 – 12 Research Analyst 2 (GIS) only

To answer all the test items (task statements) in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

Verification of References
Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following task statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each task statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Research Analyst 1 and 2 (GIS)

1. Identifying and compiling Geographic Information Systems (GIS) data from a variety of sources and formats such as government agencies, satellite imagery, aerial photographs, and other existing data.

2. Identifying and importing spatially-referenced data (e.g., spreadsheets, Global Positioning System [GPS], text files, databases, Keyhole Markup Language [KML]) for use in Geographical Information Systems (GIS).

3. Creating and editing spatial data using Geographic Information Systems (GIS) editing tools (e.g., merge, create, modify, reshape).

4. Georeferencing data or hardcopy maps to real world coordinates using Geographic Information Systems (GIS) tools (e.g., rubber sheeting, projection, transformation).

5. Performing spatial analyses using geoprocessing tools and methods (e.g., buffering, clipping, overlay).

6. Creating and modifying maps using geographic information software, related technology, and the principles of cartography.

7. Reviewing the results of a Geographic Information Systems (GIS) analyses to verify validity, quality, accuracy, and significance.

8. Creating technical documentation of geospatial datasets and processes such as metadata, workflow documentation, and standard operating procedures.

Tasks for Research Analyst 2 (GIS)

9. Providing input in creating cartographic and data standards to ensure consistency and usability of Geographic Information Systems (GIS) products.

10. Implementing processes to facilitate standardization of map products using cartographic tools (e.g., map templates, symbology representations or layer files, basemaps).

11. Designing cartographic products to communicate complex information using advanced cartographic principles (e.g., displaying multiple data types, color selection, data classification, symbology).

12. Developing and analyzing spatial data collection and quality control procedures to ensure accuracy, consistency, standardization, and completeness of data.