

Job Description**GIS ANALYST-CDA 2025****410197****Description****BID/JOB ANNOUNCEMENT****GIS ANALYST**
CHICAGO DEPARTMENT OF AVIATION
Planning and Environment Division**Number of Positions: 1****(Additional vacancies possible pending budget approval)****Starting Salary: B14 \$73,140.00/year**

This position is open to the public and all current City employees covered under the City's collective bargaining agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en>
AND

1. Check the box on your profile titled "Currently employed by the City of Chicago"
2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')
3. Select your correct bargaining unit

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION**Applications for this position will be accepted until 11:59pm CST on 03/30/2025**

Under supervision, uses Geographic Information Systems (GIS) software to create data, maintain databases, and produce maps and other graphic materials, and performs related duties as required.

ESSENTIAL DUTIES: Responds to requests from CDA users to create, correct, and retire GIS data records; produces maps and reports; analyzes the quality and completeness of existing GIS data to ensure that it meets CDA GIS standards; assists in the migration of data from new construction projects into the CDA GIS; collaborates with contractors and consultants who are producing data which will be incorporated into the CDA GIS; assists in the development and testing of new GIS databases and data sets; maintains logs of GIS deliverables received from external sources and updates metadata documenting the creator, date of receipt, and other relevant information; responds to requests for geospatial information from designers, contractors, agencies, utilities, and other approved entities; gathers and updates field data using mobile devices or GPS equipment; assists department enterprise system users in accessing data and using the software to generate or interact with content; identifies process improvements and opportunities to automate repetitive tasks Performs other related duties as required.

Location: Aviation Administration Building, 10510 W. Zemke Road, Chicago

Days: Monday thru Friday

Hours: 8:30 AM – 4:30 PM

Additional duties may be required for this position

Candidate(s) selected for hire must pass a background check and a Security Threat Assessment (STA).

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS: Graduation from an accredited college with an Associate's degree in Computer Sciences, Information Technology/Systems, Geography, Urban Planning, or a directly related field, PLUS at least one (1) year of work experience using GIS software, or an equivalent combination of education, training, and experience.

Candidate(s) selected for hire must pass a background check and a Security Threat Assessment (STA).

SELECTION REQUIREMENTS

This position requires applicants to complete an interview. The interviewed Bidders who possess the qualifications best suited to fulfill the responsibilities of the position will be selected in **SENIORITY** order and according to the **CBA** rules. The interviewed NON-Bidders who possess the qualifications best suited to fulfill the responsibilities of the position will be selected.

For Information on our employees benefits please visit our benefits website at:

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

For Information on our salary and title structure visit our classifications website at:

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025_Classification_and_Pay_Plan.pdf

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. *These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*

To learn more about our hiring practices [click here.](#)

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity, Military Friendly and Fair Chance Employer.

City of Chicago
Brandon Johnson, Mayor

Applications for this position will be accepted until 11:59pm CST on 03/30/2025

Posting Date Mar 17, 2025 | **Closing Date (Period for Applying) - External:** Mar 30, 2025

BU: 04 | **Salary:** \$73,140.00 annually **Pay Basis:** Yearly