

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:



GIS TECHNICIAN I

Supplemental Questionnaire Required

OPEN AND PROMOTIONAL

Job # 25-CV3-01

Salary: \$ 4,865 – 6,155 / Month

Closing Date: Friday, September 12, 2025

As a **GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN I** in the Assessor's Office, you will play a key role in maintaining one of the County's most important mapping resources. Your responsibilities include creating and updating Assessor Parcel Maps by interpreting recorded deeds and maps and applying automated GIS tools to ensure accuracy. These parcel maps form the foundation of the County's GIS base layer, supporting critical functions across departments. In this position, you'll also assist the public with Assessor-related inquiries and perform related duties as needed. While this role focuses on building and maintaining the parcel map layer (rather than conducting GIS analysis), it offers the opportunity to work at the core of the County's land records system. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list. The option for hybrid remote work schedule may be available based on the type of work and operational needs.**

THE REQUIREMENTS: Any combination of education and experience, which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

SUCCESSFUL COMPLETION OF HIGH SCHOOL OR COLLEGE LEVEL COURSE WORKS IN GEOMETRY AND COMPUTER AIDED DRAFTING

OR

ONE-YEAR EXPERIENCE REVIEWING AND PROCESSING LAND USE, TAXATION OR OTHER DOCUMENTS FOR IDENTIFICATION AND RECORDING PURPOSES UTILIZING COMPUTER AIDED DRAFTING AND GEOMETRY

SPECIAL WORKING CONDITIONS: Risk of eyestrain and repetitive motion syndrome due to long hours spent at a computer.



KNOWLEDGE: Some knowledge of the principles and practices of geometry; computer applications used to produce maps; GIS (Geographic Information System) principles; properties of maps including distance scales and legends; and source documents used to create maps.

ABILITY TO: Input and access data using a personal computer; read and interpret land maps; read and interpret source documents; perform difficult mathematical calculations; give continuing and meticulous attention to detail; establish and maintain effective working relationships with those contacted in the course of business; and perform repetitive motion such as using a computer keyboard and precision use of a mouse.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN I – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application. **NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your experience using ArcMap or ArcPro to edit data. Include any experience with topology tools, coordinate geometry (COGO), geodatabases, and versioned editing for maintaining GIS data.
2. Describe your experience researching and interpreting deeds, legal property descriptions, chains of title, and survey maps, including records of survey and subdivision maps.
3. List any high school or college-level courses you have completed in geometry, geography, cartography, or graphic design.
4. Describe your experience interacting with customers in person, over the phone, and/or online, including the types of inquiries handled and your approach to providing excellent customer service.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County pays \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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