

Redistricting GIS and Technical Analyst
Colorado Independent Redistricting Commissions Staff

EMPLOYMENT OPPORTUNITY

Colorado Independent Redistricting Commissions Staff

Job Title: Redistricting GIS and Technical Analyst

Class Title: Non-Classified

Location: Denver Metro, Colorado

Address: 1580 Logan Street, Denver, CO 80203

Salary: \$6,000/month, plus a comprehensive benefits package that includes Public Employees Retirement Association plans; health and dental insurance; short-term disability; paid holidays, vacation, and sick leave; and optional FSA and HSA accounts.

Opening Date: ASAP

Closing Date: May 11, 2021, at 11:59 PM

Job Type: Full-time Temporary (8 months or less)

JOB DESCRIPTION

General description:

The Colorado Constitution requires the establishment of the Colorado Independent Congressional Redistricting Commission and the Colorado Independent Legislative Redistricting Commission (the commissions) and requires them to redraw Colorado's congressional districts and state senate and state house of representative districts, respectively, following each federal decennial census. The first commissions were convened in March 2021, and have been meeting regularly in preparation for the work of redistricting in Colorado. The nonpartisan Colorado Independent Redistricting commissions staff (commission staff) is composed of nonpartisan legislative staff, who facilitate and support the work the commissions without participating in any of the substantive decisions of the commissions. The commission staff is seeking a Redistricting GIS and Technical Analyst to join our small team in supporting the commissions.

The Redistricting GIS and Technical Analyst position is a temporary, full-time position from May 2021, through December 2021. Work locations will include a combination of the primary physical address for the commission staff in Denver, home or other remote location, and locations around the state when the commissions are holding hearings in each current U.S. Congressional district. The ability to work traditional and non-traditional work hours is necessary, as in-state travel and evening and weekend work are required. Compensatory time is provided on a monthly basis for hours worked beyond the typical workday. The amount of the monthly compensatory time payout will be determined at the discretion of the Staff Director and the Managing Attorney for the commission staff, and is intended to reflect an average amount of overtime worked by the employees of the commission staff.

Summary of functions:

The Redistricting GIS and Technical Analyst provides the highest support for GIS systems. These functions include providing technical support for workflows and procedures, software configuration, and training to the public, the commissions and commission staff. The nonpartisan nature of the commission staff requires the ability to work in a nonpartisan manner in a partisan environment, and to provide objective information regardless of the issue or personal opinions.

Essential job duties and responsibilities:

The Redistricting GIS and Technical Analyst will be expected to perform the following job duties and responsibilities:

- analyze data through mapping software;
- design digital maps with geographic data and other data sources;
- utilize mapping applications and tools;
- produce maps and reports on geographic data using data visualizations;
- work with civic engagement and organizing teams to develop and propose maps for the redistricting process;
- train community members on the redistricting process utilizing the ESRI Redistricting Application;
- meet with community members to receive feedback on proposed maps;
- engage community groups and their constituents to engage in the redistricting process;
- complete special projects and other tasks, as assigned by the Staff Director or the Managing Attorney for the commission staff; and
- support the Staff Director and the Managing Attorney for the commission staff in the execution of their administrative duties; and

Required Skills and Abilities:

- A commitment to consistent weekly hours through December 2021;
 - Approximately 40 hrs./week within the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday, as well as some evenings and weekend days;
- the ability to work at the primary physical address of the commission staff, at home or other remote location, and to travel to off-site locations throughout the state for commission hearings;
- knowledge of Census data, particularly PL 94-171 redistricting data set and American Community Survey Information;
- the ability to work in a nonpartisan manner in a partisan environment, and to provide objective information regardless of the issue or personal opinions;
- excellent writing, communication, and proofreading skills;
- knowing, following, and creating, if necessary, applicable job procedures, resources, and processes;
- effective use of technology and the ability to learn new skills as necessary;
- the ability to acquire, develop, and communicate an understanding of the purpose and duties of the commissions;
- detail orientation and sufficient expertise regarding general rules of grammar, punctuation, and style to accurately, thoroughly, and efficiently complete work assignments;
- strong individual initiative/work ethic;
- effective time-management skills;
- the ability to quickly and proficiently understand and absorb new information; and
- a strong commitment to good government and nonpartisanship.

Preferred skills and abilities:

- Clear understanding of ArcGIS Enterprise architecture, applications and functionality; and
- an interest in public service.

TO APPLY

To apply for the Administrative Specialist position with the Commission Staff, please email or send your application packet to: Hiring Manager, Re: Application for Redistricting GIS and Technical Analyst- Colorado.Redistricting2020@state.co.us or Colorado Independent Redistricting Commissions Staff, 1580 Logan Street, Suite 430, Denver, CO, 80203. To be

considered for the position your application packet must include the following: 1) resume; 2) cover letter; and 3) three professional references. Applications must be received by 11:59 p.m. on May11, 2021. Finalists will be required to pass a criminal history background check.

The commission staff is an equal opportunity employer. For more information about the commissions, please visit <https://redistricting.colorado.gov/>

COVID-19 PRECAUTIONS

All appropriate COVID-19 protocols will be followed.