

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: September 22, 2023

SUBJECT: Planner 1 – Planning Division

The Human Resources Department received a request from Planning Division Director Heather Stouder and Principal Planner Brian Grady on May 24, 2023 to study the 1.0 FTE position #621 of Planner 1 (CG 18, Range 6), currently filled by Ryan Jonely. Upon reviewing the updated and prior position descriptions, the current class specification and other related class specifications, conducting interviews with Ryan and Brian, and meeting with Information Technology IT Specialist 4 Aaron Cohen, I recommend position #3656 be recreated as a GIS Specialist 2 in CG18, Range 8 and the employee be reallocated to the new position.

Ryan was hired by the City in 2000 as a Planning Technician performing para-professional and technical Geographic Information Systems (GIS) work. In 2017, he promoted to a Planner 1 position where he took on professional Planning responsibilities with writing plans and attending stakeholder meetings, in addition to retaining some GIS work, as most Planners perform. In early 2022, a Planning GIS Specialist within the Division separated employment leaving behind a significant workload of GIS work that needed to be completed. Ryan stepped up to fulfill the GIS work that was required to be completed during the vacancy. In August 2023, the Division hired a new Planning GIS Specialist, who is currently learning City and Planning Division operations and needs. Although some work that Ryan is performing will transition to the new hire, there is a significant amount of requests and need for GIS work within the Division and therefore an additional GIS Specialist is warranted.

The work performed in position #621 is both technical and professional, and includes:

- Technical updates and maintenance to City databases;
- Assistance with developing and maintaining spatial information and databases;
- Work with spatial data and spatial data layers;
- Technical and spatial analysis and mapping;
- Development and maintenance of online GIS maps;
- Perform tabular data entry and editing;
- Consultation and technical support to other staff members;
- Assistance with content management on the Planning website;
- Creation of process documentation.

These responsibilities fall under the GIS Specialist series, which includes professional GIS and Computer Aided Design (CAD) work to aid in workflow development, asset management, operations and overall data management. In terms of the appropriate level, GIS Specialist 1 is entry level, which this position is functioning beyond, and GIS Specialist 4 is lead work, which this position does not perform. The work at the GIS Specialist 3 level is more advanced, handling more

complex and complicated work, and includes advanced data editing, higher level scripting, RFP work, and work with ARC Map. Brian indicates that this level of work will be managed by the new Planning GIS Specialist. The GIS Specialist 2 is described as follows:

...**intermediate-level professional GIS/CAD work** performed in the office and/or field in connection with an agency's overall data management systems and goals. Assignments are received from higher-level specialists or supervisors who define the scope of the work, review the work in progress and upon completion, and certify the results. The work is characterized by the application of expanded professional expertise encompassing both theoretical concepts and operational considerations gained through experience. It is expected that the **Specialist 2 position can do all of the work of the Specialist 1 with greater professional expertise, independence, discretion, complexity and responsibility** for the task at hand. [emphasis added]

This level aligns best with the responsibilities currently performed in this position, which includes significant GIS work of an intermediate level. As a result, I recommend recreating position #621 as a GIS Specialist 2, and reallocating the employee to the new position, within the Planning Division budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 5/28/2023

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum +12% longevity
18/06	\$64,246	\$75,645	\$84,723
18/08	\$69,687	\$82,695	\$92,618

cc: Matt Wachter - Department of Planning, Community and Economic Development Director  
Heather Stouder – Planning Division Director  
Brian Grady – Principal Planner