

TO: Personnel Board

FROM: Emaan Abdel-Halim & Susan Gafner, Human Resources

DATE: 24 June 2016

SUBJECT: Computer Mapping/GIS Coordinator – Engineering Division & Water Utility

At the request of City Engineer, Rob Phillips, and Deputy City Engineer, Michael Dailey, a position study was conducted for the Computer Mapping/GIS Coordinator (CG18, Range 11) in the Engineering Division budget. Given this classification also exists at the Water Utility, an additional study request was submitted by Tom Heikkinen, General Manager; and Al Larson, Principal Engineer for the comparable position at Water. Therefore, this position study reviewed both the Engineering position, currently occupied by Eric Pederson (position #1075) as well as the Water Utility position, currently occupied by Peter Braselton (position #1886). This classification was last studied in 2000, and both agencies feel the nature of the work has increased in scope and complexity over the last 16 years. After meeting with the agencies representatives, Mr. Dailey and Mr. Larson; as well as the incumbents; and upon review of the position descriptions, we recommend the following for the reasons outlined in this memo.

- Deleting the classification of Computer Mapping/GIS Coordinator in CG18, Range 11; and
- Recreating the classification of Computer Mapping/GIS Coordinator in CG18, Range 13; and
- Recreate position #s 1075 and 1886 into the new Computer Mapping/GIS Coordinator classification in CG 18, Range 13;
- Reallocate the incumbents, E. Pederson and P. Braselton, respectively into the new positions

When this position was last studied in 2000, the comparable classification of Management Information Specialist 4 (MIS 4) in CG 18, Range 12 was reviewed. (The MIS classification series has since been retitled to IT Specialist, in the same CG and Ranges.) At that time, the MIS 4 position was responsible for the supervision of IT professionals. With City IT projects covering the entire scope of the City's technology infrastructure which requires more complex technological knowledge and skill, it was determined that the Computer Mapping/GIS Coordinator would be classified one range lower in CG 18, Range 11 since the scope of these positions are limited to either their specific agency or the public works agencies as a whole. However, in 2015 the MIS 4 position was upgraded to a Principal IT Specialist (CG 18, Range 14) to distinguish it as a staff supervisory position rather than a project supervision position. This distinction is consistent with other positions in similar classifications such as Principal Accountant and Principal Engineer, both responsible for the supervision and leadership of professional level staff.

First, a review of the classification specification for the Computer Mapping/GIS Coordinator describes the work as:

... **responsible professional, supervisory and administrative work** involving the coordination of the respective Department's Computerized Mapping/Geographic Information System (GIS). The work involves **developing and administering policies, standards, procedures and guidelines relating to access and utilization of the Computerized**

Mapping/GIS System. Each Department GIS Coordinator shall work with other Department's GIS systems to best comprise the City's overall Enterprise GIS System. The work also involves **supervising lower level professional and technical staff; participating on City-wide GIS usage teams;** supervising and **providing technical assistance;** and coordinating activities with other City departments, governmental agencies and private agencies such as utilities. The work is performed under the general supervision of a Principal Engineer or other high-level manager and involves the **exercise of considerable independent judgment.** [emphasis added]

Again for comparison purposes, a review of the class spec for Principal IT Specialist (CG18, Range 14) indicates the work as:

... **responsible supervisory, administrative, and professional work in the development or support of complex automated management information systems.** Positions are assigned to **supervise a team of professionals** performing Applications Development or Technical Support activities. Within the "development" area, responsibilities include **planning, designing, reviewing, configuring, programming, managing and supporting one of two teams,** either: Database-Applications Team (databases, database applications, and reporting systems and environment); or Web Team (website, social media, outreach, and public-facing portions of systems). Responsibilities within "technical support" include planning, designing, reviewing, configuring, managing and supporting one of two teams either: HelpDesk Team (desktop hardware, desktop software and network printers); or Network Operations Team (enterprise data, voice, video and storage networks). Work is characterized by **significant technical and supervisory responsibility** for the development and implementation of the specified technology area. The work is performed under the general direction of the IT Applications Development Manager or the IT Technical Services Manager, and **requires considerable independent judgment, discretion and expertise** in the development or technical support of **highly complex and diverse management information systems,** and major program and project responsibilities. [emphasis added]

Mr. Pederson began working for the City in 1992 as a Surveyor 2 in the Engineering Division. In 2013, Mr. Pederson promoted into his current position as Computer Mapping/GIS Coordinator when the former incumbent retired. At that time, the Engineering Mapping section was comprised of a Surveyor 2 (CG 18, Range 8), two (2) Engineering Program Specialist 1s (CG 16, Range 17), and several hourly staff. Since 2013, the size of the section increased with the addition of a Surveyor 1 (CG 15, Range 12), a Civil Technician 2 (CG16, Range 14), and a professional IT Specialist 2 (CG18, Range 8). Along with the increased staff size, the management of the Engineering Mapping program has expanded and enhanced its core functions with primary responsibility for all official city maps. Data associated with these maps include all City owned and private utility information, street conditions, parcel ownership information, street name and numbers/addresses, storm drainage, snow and mowing routes, and bike trails to name a few. Lastly, with a major software conversion in 2013 the Mapping Section shifted how they approach the management of the data to increase overall accuracy of the information provided. This outcome of this initiative provides better overall information and data which is critical for many City agencies to do their business.

Mr. Braselton began his work with the City in August of 2010 as a Computer Mapping/GIS Coordinator in the Water Utility. At that time, the Water Utility Mapping section was comprised of one Engineering Program Specialist 2 (CG16, Range 19), one Engineering Program Specialist 1 (CG16, Range 17), and one Engineering Aide 2 (CG16, Range 13), and seasonal hourly staff and interns. The Engineering Aid 2 was reclassified as a Civil Tech 2 (CG16, Range 14) in 2012. In 2014, upon the retirement of the incumbent, the Engineering Program Specialist 1 was converted to a Surveyor 2 (CG18-8) to better support updated business processes and mapping goals. In 2015,

the need arose to hire an Asset Manger (CG18, Range10) to oversee and manage the estimated one billion dollars in Water Utility assets. Mr. Braselton took on the supervision of this position as well. This program will leverage existing databases to provide critical information on Utility assets allowing a maximizing of investment value to the Utility. The Asset Management Program will develop comprehensive renewal and replacement plans for the Utility’s capital assets. With the addition of an Asset Manager to the Mapping Group, implementation of an updated CMMS system, and an assessment of current conditions, this 3 to 5 year effort, the first in the City, will improve efficiency all across the Utility. Along with the increase of staff size, the Water Utility Mapping Group has expanded in duties and responsibilities in support of the mission of the Utility. Particularly there have been revisions and improvements to data management, moving Water Utility mapping to a real world survey based mode, and streamlining work processes. These improvements have improved construction record documentation and resulted in vastly improved system mapping.

With the increased leadership and management responsibilities as determined in the 2015 Principal IT Specialist position study, the same applies for these positions. Consequently, the Computer Mapping/GIS Coordinator classification should maintain the one range lower placement in the salary schedule from the IT classification. This is also appropriate considering the employee in Information Technology with responsibility for the overall GIS network is an IT Specialist 4 but does not have the same broad supervisory responsibility as these positions. Therefore, the recommendation is to reclassify the Computer Mapping/GIS Coordinator into CG 18, Range 13, within the Engineering Division and Water Utility budgets, respectively; and reallocate the incumbents accordingly. The necessary resolutions to implement these recommendations have been drafted.

Editor’s Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
18/11	\$66,654	\$80,321	\$89,960
18/13	\$73,198	\$88,054	\$97,621

cc: Rob Phillips – City Engineer
 Michael Dailey – Deputy City Engineer
 Tom Heikkinen– General Manager, Water Utility
 Al Larson – Principal Engineer, Water Utility
 Eric Pederson – Incumbent, Engineering
 Peter Braselton – Incumbent, Water Utility
 Mike Lipski – HR Services Manager