

TO: Personnel Board
FROM: Bill Wick, Human Resources
DATE: December 1, 2023
SUBJECT: Planning GIS Specialist – Streets Division

The Human Resources Department received a request from Streets Superintendent Charlie Romines on October 27, 2023 to study the 1.0 FTE position #1726 of Planning GIS Specialist (CG18, Range 09), currently filled by Cory Stoughtenger. Upon reviewing the updated position description, the current class specification, and other related class specifications, and having conducted interviews with Charlie and Cory, I recommend the following:

- Recreate position #1726 as a GIS Specialist 3 in CG18, R10; and
- Reallocate the employee, C. Stoughtenger, to the new position.

Position #1726 was recreated in March 2022 as a Planning GIS Specialist from an Administrative Clerk 1 position vacated due to an employee's retirement. Prior to the recreation of the position, Streets and Urban Forestry was leaning heavily on other divisions/departments for its mapping and data needs. Cory Stoughtenger was promoted into position #1726 on 8/7/2022 through an open and competitive recruitment process, after previously working in the Traffic Engineering Division as an Engineering Program Specialist 1 since September 2017, as a Civil Technician 2 from April 2015 to September 2017, and as a Civil Technician 1 from April 2014 to April 2015.

Subsequent to the recreation of position #1726 as a Planning GIS Specialist, a GIS Specialist classification series (GIS Specialist 1, 2, 3, and 4) was created in CG18, Ranges 6, 8, 10, and 12, respectively, in February 2023.

The classification specification for Planning GIS Specialist describes the work as:

. . . **specialized technical and professional work in the development and application of the Department of Planning and Community and Economic Development's (DPCED) computerized mapping/geographic information system (hardware and software).** The work involves **system management activities, providing technical support** to the Planning Division and other agencies in DPCED, **and utilizing the system to meet related information needs.** Under the general supervision of the Planning Division Director or a Principal Planner, **responsibilities include updating and maintaining related geographic databases for use by multiple City agencies; developing specialized databases and sources of information, as required; and conducting related technical analyses.** This classification also **provides related training; develops, tests, installs and documents new applications and systems; and coordinates data exchange and access with other agencies.** [emphasis added]

The classification specification for GIS Specialist 3 describes the work as:

. . . **professional Geographic Information Systems (GIS) and Computer Aided Design (CAD) work to aid in workflow development, asset management, operations and overall data management.** Positions in this classification series are **usually found in the public works, transportation and planning divisions.** This **series is expected to**

cover multiple departments and agencies, so not all duties and responsibilities described below will be applicable to all departments. It is a general guide of basic duties and responsibilities.

This **progression series is structured to provide advancement from GIS Specialist 1 to GIS Specialist 2 and GIS Specialist 2 to GIS Specialist 3, as a function of the employee's career development and generally occurs after two years at each level.** Progression to a GIS Specialist 4 is not automatic, but rather is dependent upon the employee taking on additional duties and responsibilities as well as the needs of the department and is generally accomplished through competition or a position study.

GIS Specialist 3

This is **higher-level professional GIS/CAD work performed in the office and/or field in connection with the design, management, and construction of a wide variety of projects. Assignments are received from a GIS Specialist 4 or supervisor who generally defines the scope of the work, reviews progress periodically and upon completion**, and certifies the results, if necessary. This work may include a **significant role in project based work creation and some leadership responsibility on specific projects**, as assigned. The work is characterized by the **exercise of independent technical and professional judgment, the broader application of professional expertise, proficiency in the operational and procedural aspects of the work and City's processes, and with emphasis on the more technically complex and responsible activities. As an agency's sole GIS employee, serves as an operational subject matter expert for their respective agency staff by responding to technical and software questions, vetting issues, and determining resolutions.** [emphasis added]

Cory Stoughtenger has held the Planning GIS Specialist position in the Streets Division for approximately 16 months. The classification change request indicates the "position continues to grow, evolve, and expand, assuming additional duties and responsibilities. . . as the sole GIS professional for Streets and Urban Forestry, Cory continues to build accurate and current datasets from the ground up for use within the department and Citywide." Projects managed have included updates to the City's snow plow map, which is a public-facing resource that shows salt routes and if active plowing is occurring; TreeKeeper inventory management for the Forestry Section; Geofencing for large item collection; and a mowing layer for use by Engineering Division and Parks Division staff.

Consistent with the GIS Specialist progression series' creation and its language pertaining to advancement from GIS Specialist 2 to GIS Specialist 3, I recommend that position #1726 of Planning GIS Specialist in CG18/R09 be recreated as a GIS Specialist 3 in CG18/R10 and that employee Cory Stoughtenger be reallocated to the new position.

The necessary resolution to implement these recommendations has been drafted.

Editor's Note:

Effective Date: October 29, 2023

Compensation Group/Range	2024 Annual Minimum (Step 1)	2024 Annual Maximum (Step 5)	2024 Annual Maximum +12% longevity
18/09	\$76,149.84	\$91,180.96	\$102,122.68

18/10	\$79,458.34	\$95,494.62	\$106,953.97
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Cc: Charlie Romines, Streets Superintendent
Erin Hillson, HR Director
Emaan Abdel-Halim, HR Services Manager
Cory Stoughtenger, Planning GIS Specialist