

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: February 9, 2018

SUBJECT: Parking Asset/GIS Coordinator—Traffic Engineering

City Traffic Engineer/Parking Manager David Dryer and Assistant Parking Utility Manager Sabrina Tolley are requesting that a new classification be created within the Parking Utility to oversee the substantial increase in GIS and asset management work in the Utility. The Parking Utility currently has an Engineering Program Specialist 1 position which recently became vacant, and which handles mapping issues for the Utility, but there is a need for more dynamic mapping and design work regarding the GIS system and overall physical asset management, including coordination with other agencies. After meeting with Ms. Tolley and Engineer 4 Bill Putnam, and reviewing the submitted position description (attached), I recommend that a new classification of Parking Asset/GIS Coordinator be created in CG18, Range 10, and that vacant position #4545 of Engineering Program Specialist 1 (CG16, R17) be deleted and recreated as a Parking Asset/GIS Coordinator.

The Parking Utility has 2 Parking Technical Aide positions. These positions conduct major parking studies across the City to help the Utility in its planning processes. In 2015, a third Parking Technical Aide position was recreated to an Engineering Program Specialist 1 to reflect the increasing need of the Utility to take advantage of what GIS systems can offer, leaving the current complement of 2 Parking Technical Aides. The Engineering Program Specialist was created to have a dedicated employee entering data into the GIS. However, the Utility continues to grow, and with several major projects underway and on the horizon, it will be important for the Utility to have a position with professional expertise in GIS in order to effectively utilize a system that will meet the Utility's needs going forward.

The proposed position would lead the Utility's development and expansion of GIS systems. Also, in recent years, the need for tracking of Utility assets has increased, and this position would take the lead on incorporating an asset management software package into the Utility. This involves coordinating with other Public Works agencies on asset management. Additionally, the position would take the lead on developing computer models to forecast parking needs, and developing and maintaining the GIS system for the Utility. In reviewing the proposed position description, sections A, B, C, and E are new areas of responsibility not contemplated when the Engineering Program Specialist was created, and together they make up 70% of the position.

In reviewing these positions, I looked at the Planning GIS Specialist in CG18, R09. Ms. Tolley and Mr. Putnam agreed that the Planning GIS Specialist is doing similar work in terms of the technical side of the GIS system. However, the proposed position has a greater role in interagency coordination and team leadership that is not currently described in the Planning GIS Specialist class specification. The asset management work, for instance, is not part of the Planning GIS Specialist classification. In fact, this work is more consistent with that found in the IT Specialist 3 classification, which describes

...advanced-level professional work in the development or support of automated management information systems. This level is characterized by responsibility for the development and implementation of automated systems and major system components or the development and implementation of support systems and programs, as assigned. Work may involve some leadership responsibility on specific projects, as assigned...

The IT Specialist 3 contemplates project leadership, which would incorporate coordination with other agencies, which is the expectation of the Parking Utility for this new position. Also, the new Asset Manager position at the Water Utility is placed in CG18, R10, with wide-ranging responsibility for setting up and managing the asset management program for the Utility. Because the coordination described with this position is higher work than that found in the Planning GIS Specialist classification, I recommend a new classification of Parking Asset/GIS Coordinator be created and placed in CG18, R10, consistent with the IT Specialist 3 and Asset Manager classifications. This new title reflects the broader nature of the work, clearly defining the work as not limited to merely GIS or Asset Management, but rather a combination of the two, which will also require inter-agency coordination.

At this time, the Parking Utility will delete the Engineering Program Specialist 1 position after this one is filled in order to fund the higher level position. However, because GIS and asset management needs continue to increase, the Parking Utility anticipates a potential request may be needed in the near future to create a new position to assist the Parking Asset/GIS Coordinator with the technical aspects of the work. This position would likely be a Civil Technician. We have prepared the necessary Resolution to implement these recommendations.

Editor's Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
18/10	\$ 67,192	\$ 80,753	\$90,443

cc: David Dryer—City Traffic Engineer/Parking Manager
Sabrina Tolley—Assistant Parking Utility Manager
Greg Leifer—Employee and Labor Relations Manager
Bill Putnam—Engineer 4