

TO: The Board of Estimates
FROM: Harper Donahue, Human Resources
DATE: October 2, 2014
SUBJECT: Planning Technician → GIS Specialist

To meet changes in City Planning Division needs, Planning Division Director, Katherine Cornwell, is seeking to delete the vacant Planning Technician (CG20/R17) position and add an additional Planning GIS Specialist (CG18/R09) position to her staff. The recreated position will assume responsibilities for training staff, overseeing less senior GIS staff members, maintaining Planning's GIS database, performing GIS analysis and creating maps and reports. This request was triggered by the evolution of GIS technology over the past 15 years and Planning's need to attract the required skill-set and technical expertise to meet increasing demands. Based on my conversations with Ms. Cornwell and a review of the submitted position description, I recommend that the vacant Planning Technician position be deleted and recreated as a Planning GIS Specialist position in the Planning Division budget to be posted through an open and competitive process.

To initiate this process, Ms. Cornwell has submitted a Position Description which describes:

...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, a Principal Planner or a Planner 4, 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.

Specific duties detailed in the position description include:

GIS system management

- *Provide system management for DPCED's ESRI ArcGIS based Geographic Information System (PLGIS).*
- *Customize PLGIS for the Planning Division and other divisions' applications. Provide programming, technical assistance, problem resolution, and inter-agency and intergovernmental coordination, as required. Install and maintain hardware and software for the PLGIS on Windows systems and peripherals. Work with IT and the City's GIS Coordinator to migrate the single legacy database to the SQL Server*
- *Recommend PLGIS hardware and software purchases.*
- *Represent the Planning Division in the City-wide Enterprise GIS Project Team and the Department's GIS Implementation Team.*

Database development and management

- *Update and maintain information databases on the City's network, and on the department's GIS system.*
- *Generate reports, maps and analyses using various software including, for example, ArcGIS for Desktop, ArcGIS for Server, and standard ArcGIS extensions, Python, Excel and custom programming. Perform tabular data entry and editing into the CAMA database.*
- *Assist in developing and maintaining special information and databases for the Planning Division, other divisions and other agencies' staff.*
- *Collect data to be used with PLGIS.*

Preparation of reports and maps

- *Prepare tabular reports, maps and other documents. Decide in conjunction with other staff from the Planning Division, other divisions, other departments and the public as to the nature of the report required.*
- *Generate reports, maps and analyses using various software including, for example, ArcGIS (ArcInfo, ArcView, ArcSDE, ArcGIS Server, ArcGIS extensions), Excel, and custom programming.*
- *Conduct advanced statistical and spatial analysis using GIS and other statistical applications.*
- *Create reports and maps for the City's website.*
- *Create reports and maps for the Department's desktop publishing projects.*

Website design and content management

- *Design, and develop the Division website, which involves GIS content and functionality.*
- *Develop interactive web-based GIS applications using map services. Assist the City IT Department in developing interactive web-based GIS applications using map services.*

Technical support, training and GIS program leadership

- *Perform PLGIS support, including primary ArcGIS support for the Planning Division and other divisions in the Department.*
- *Provide general support of related hardware, software and networking considerations.*
- *Transfer and exchange data between computer systems and between the Planning Division, other divisions, other agencies and external customers.*
- *Write GIS technical data development procedures, user documents, policy and metadata.*
- *Provide training and consultation to Planning Division staff on software applications and database capabilities, utilization and related problem-solving. Provide leadership to Planning interns, junior GIS staff, students or other employees, as may be required.*

After reviewing the submitted position description, I find that the detailed duties are consistent with the City's current Planning GIS Specialist classification (attached) and are professional level duties not found within the Planning Technician classification (attached). The Planning Technician provides paraprofessional support to higher level positions, which includes using the GIS software to create maps and design and layout print products. However, the Planning GIS Specialist has professional-level responsibility for updating and maintaining the GIS database system. As noted above, the PD requires this position to "provide programming, technical assistance, problem resolution, and inter-agency and intergovernmental coordination, as required," higher level work than that required by the Planning Technician. Most of the duties outlined above are not expected of someone in the Planning Technician classification. The deletion of the Planning Technician position, along with the creation of another Planning GIS Specialist position, allows Planning to fulfill its service responsibilities in producing high quality maps and spatial data analysis. It should also be noted that this upgrade will not only address technological advancements in the area, but will also address succession needs as Planning's current Planning GIS Specialist is anticipated to retire within the next several months.

Attachments

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum + 12% longevity
20/17	\$50,383	\$57,515	\$64,428
18/09	\$57,800	\$69,208	\$77,506

cc: Katherine Cornwell – Planning Division Director
Steve Cover – DPCED Director
Mike Lipski – HR Services Manager
Greg Leifer – HR Labor Relations Manager