

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: December 19, 2022

SUBJECT: Planning GIS Specialist – Planning Division

The Human Resources Department received a request from Planning Division Director Heather Stouder and Transportation Planning Manager Bill Schaefer on November 18, 2021 to study the 1.0 FTE position #3656 of Planning GIS Specialist (CG 18, Range 9), currently filled by Dan Seidensticker. Upon reviewing the updated position description, the current class specification and other related class specifications, conducting interviews with Bill and Dan, and meeting with Information Technology Director Sarah Edgerton and IT Specialist 4 Aaron Cohen, I recommend the following:

- Create a new classification series of GIS Specialist 1, 2, 3 and 4 in CG18, Ranges 6, 8, 10 and 12, respectively;
- Recreate position #3656 as a GIS Specialist 4 in CG18, Range 12;
- Reallocate the employee to the new position.

Position #3656 is part of the federally required Greater Madison Metropolitan Planning Organization (MPO) for the Madison urban area. MPO is the policy body responsible for cooperative, comprehensive regional transportation planning and decision making for the Madison Metropolitan Planning Area. The Greater Madison MPO creates, uses and shares a variety of GIS data sets and maps through a variety of formats. This position is responsible for management and administration of GIS databases and applications, and coordination of GIS activities between City of Madison agencies, the State of Wisconsin, Dane County, local municipalities, and private agencies. The position performs responsible professional, project management, and administrative work involving the coordination of enterprise Planning GIS for use by city agencies. Work includes delegating and overseeing GIS related work, and providing GIS and other data related technical assistance to staff and interns, and participating in citywide and regional GIS teams. Advanced level work involves developing GIS standards, metadata, and procedures and guidelines accessing and using Planning GIS. The position requires a high level of expertise in order to perform sophisticated analyses, and to conduct research and development to advance agency GIS technology. It works with other datasets, including "big data" from vendors, and converts that data into the GIS environment. This position provides recommendations for hardware and software purchases, and also serves as a liaison with the City of Madison's Information Technology Department. The current classification of Planning GIS Specialist does not adequately capture the high level of work performed by this position and therefore a new classification is appropriate.

A work group comprised of employees from Engineering, Traffic Engineering, Planning, Water and Information Technology met over the past year to discuss the creation of a professional GIS classification series to be used citywide for various GIS positions. The series is designed to

describe professional Geographic Information Systems (GIS) and Computer Aided Design (CAD) work to aid in workflow development, asset management, operations and overall data management. The various levels follow the format of the IT Specialist series where:

- Level 1 is entry-level GIS/CAD work performed in the office or field to aid in an agency's overall data management and maintenance processes. This level performs routine and/or focused assignments, which are received from higher-level staff who will set up the project, define the scope of the project, review the work in progress and upon completion and certify the results. The work is characterized by the application of theories and practices, and the attainment of the procedural knowledge through on-the-job training and expertise.
- Level 2 is intermediate-level 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 staff 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.
- Level 3 represents higher-level GIS/CAD work 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.
- Level 4 is advanced-level GIS/CAD leadership and project supervision work performed in the office and/or field in connection with the planning, design, management and construction of a wide variety of projects. This position may also be responsible for high-level scripting, programming and data processing workflows. Work is performed with considerable emphasis on project leadership or technical leadership for the most complex and diverse GIS duties, functions and responsibilities, and includes crafting the technical vision and guiding their agency path for GIS. Assignments are received from a higher-level supervisor or section head and the work involves the application of independent professional judgment to define the project; determine the best methods of addressing the situation(s), including the assignment of project components to lower-level staff, and certification of the results. This work includes cross agency interaction. The work is performed under the general direction and coordination of a higher-level professional supervisor or section head and regularly involves the supervision (assigning, reviewing and managing workload) of lower-level staff.

In terms of salary placement, the classification series of IT Specialist was used as a direct comparative, as GIS work is a specific discipline within the Information Technology field. The same framework of IT Specialist 1, 2, 3 and 4 in CG 18, Ranges 6, 8, 10 and 12, respectively, was used to

create the GIS series of GIS Specialist 1, 2, 3 and 4 in the same comp group and ranges, respectively.

As the responsibilities of position #3656 include advanced-level GIS leadership and project supervision work, and the more complex of GIS work, it is appropriate that it be placed at the level of GIS Specialist 4. As a result, I recommend creating a new classification series of GIS Specialist 1, 2, 3 and 4 in CG18, Ranges 6, 8, 10 and 12, respectively, recreating position #3656 as a GIS Specialist 4, and reallocating the employee to the new position, within the Planning Division budget. Other GIS-related positions will be considered for inclusion within this new classification as studies are requested.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 11/28/2021

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum +12% longevity
18/06	\$61,752	\$72,708	\$81,433
18/08	\$66,981	\$79,484	\$89,022
18/09	\$69,681	\$83,435	\$93,447
18/10	\$72,708	\$87,382	\$97,868
18/12	\$79,484	\$95,958	\$107,473

cc: Matt Wachter - Department of Planning, Community and Economic Development Director
Heather Stouder – Planning Division Director
Bill Schaefer – Transportation Planning Manager