

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: July 11, 2024

SUBJECT: Civil Technician 2 – Traffic Engineering Division

The Human Resources Department received a request from City Traffic Engineer Yang Tao and Computer Mapping/GIS Coordinator Eric Halvorson on May 15, 2024 to study the 1.0 FTE position #1200 of Engineering Program Specialist 1 (CG 16, Range 17), currently underfilled as a Civil Technician 2 (CG16, Range 14) by James Rollo. Upon reviewing the updated position description, the current class specification and other related class specifications, and conducting interviews with both James and Eric, I recommend position #1200 be recreated as a GIS Specialist 2 in CG18, Range 8 and the employee be reallocated to the new position.

Traffic Engineering's Electrical Model has over 20 categories of different traffic assets, including but not limited to street lights, traffic signals, controllers, and underground cables. These assets are tracked and mapped in the TE computer mapping system, and the data is used and relied on by Engineers and field staff in their daily work.

James was hired by the City in March 2023 as a Civil Technician 1 and progressed up the career ladder to a Civil Technician 2 in October 2023. The Civil Technician 2 class specification describes:

...**technical support work** performed in a professional engineering and public works construction environment. The work involves **performing field and office tasks** such as: **technical drafting of plans, maps, drawings and layouts; developing and/or using computer applications; making routine engineering computations; performing construction inspection activities; and performing other related field and office work.** The work is **performed under the direct supervision of higher level technical or professional staff.** [emphasis added]

Whereas the Engineering Program Specialist 1 class specification describes:

...responsible **program coordination, project, and specialized field work** in a professional engineering environment. The work involves direct responsibility for **specialized programs, projects, and activities** relating to the support of engineering staff and projects. Positions at this level perform **technical and quasi-professional functions** such as conducting field surveys and evaluations, preparing plans and specifications, and coordinating regulated facilities/activities (e.g., underground storage tanks, waste oil collection, landfill monitoring, marking program, crash program, etc.). Under the limited supervision of a professional engineer or manager positions at this level function independently in area(s) of responsibility. The work may involve leading other staff on a temporary or permanent basis. [emphasis added]

James has been deemed the subject matter expert of the Electrical Model with its asset data and is responsible for updating the computerized land base map, assessor, address, traffic assets and sanitary and storm maps and records. The Computer Aided Design (CAD) and Geographic Information System (GIS) work performed in this position is technical and professional, and includes:

- Collaborating with Engineers and the field staff in the shop to determine needs, wants, importance and attributes of data and fields;
- Performing quality assurance, corrections, and auditing data;
- Optimizing and removing unnecessary data;
- Maintaining consistency through the creation and use of Standard Operating Procedures (SOPs), drop downs, indexes, and glossaries of terms and symbols;
- Conducting interoperability of Engineering plans from CAD to ArcGIS;
- Streamlining processes through the formalization and thoroughness of workflows;
- Performing queries and producing maps;
- Providing technical support and answering questions;
- Conducting traffic studies.

These responsibilities fall more appropriately within the GIS Specialist series, which includes professional GIS and CAD work to aid in workflow development, asset management, operations and overall data management. In terms of the appropriate level, GIS Specialist 4 is advanced level lead work, which is beyond the current responsibilities of this position. Responsibilities at the GIS Specialist 3 level are also more advanced, handling more complex and complicated work that includes advanced data editing, analysis of data, higher level scripting, and assignment of work, which this position does not. The GIS Specialist 1 classification describes entry-level GIS/CAD work performing routine or focused assignments, which is lower-level work than that of this position. The GIS Specialist 2 is described as:

...**intermediate-level professional 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 specialists or supervisors 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. It is expected that the **Specialist 2 position can do all of the work of the Specialist 1 with greater professional expertise, independence, discretion, complexity and responsibility** for the task at hand. [emphasis added]

This level aligns most appropriately with the responsibilities currently performed in this position, which includes significant professional GIS/CAD work of an intermediate level. Based on the prior analysis, I recommend recreating position #1200 as a GIS Specialist 2 in CG18, Range 8 and reallocating the employee to the new position, within the Traffic Engineering Division budget. The reallocation was discussed with Local 6000 on July 24, 2024 and they are not opposed to such action for this particular position.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Effective Date: 5/26/2024

Compensation Group/Range	2024 Annual Minimum (Step 1)	2024 Annual Maximum (Step 5)	2024 Annual Maximum +12% longevity
16/14	\$65,277	\$73,477	\$82,294
16/17	\$70,581	\$81,443	\$91,217
18/8	\$74,663	\$88,600	\$99,232

- cc: Tom Lynch – Director of Transportation
- Yang Tao - City Traffic Engineer
- Eric Halvorson - Computer Mapping/GIS Coordinator
- Richard Marx, Local 6000 Representative
- Kurt Rose – Employee and Labor Relations Manager
- Erin Hillson – Human Resources Director