

TO: Board of Estimates

FROM: Sarah Olson, HR Analyst

DATE: January 20, 2015

RE: Engineering Program Specialist 1 – Parking Utility

David Dryer, City Traffic Engineer & Parking Utility Manager has requested the addition of a 1.0 FTE Engineering Program Specialist 1 (CG16, Range 17) to be filled through an internal competitive process. Funding for this position will come from the reserves of the Parking Utility generated by its operations. Upon filling the position, the underlying vacancy would be posted and filled through an open and competitive process.

There has been a need to enter all spatial data in relation to the Parking Utility, (i.e. how many spaces, sign inventory, multi-space meters and pay station locations, parking regulations, etc.) into GIS. For about two years now, a Parking Technical Aide in the Parking Utility Division has been entering all of the spatial data into GIS where it had not been previously. Currently, the incumbent can spend about 50% of his time in GIS related duties. The capability to enter more information and to spend 100% of time in GIS related duties is a need the Parking Utility recognizes.

Other City agencies, alders, and general public submit inquiries that require analysis of information and use of GIS to gather the information and respond timely and accurately. If the Parking Utility had a full-time 1.0 FTE employee dedicated to entering more data into GIS and conducting analyses, other City agencies and parties would be able to make more informed decisions.

An Engineering Program Specialist 1 involves direct responsibility for a specialized program, project or activity and performs technical and quasi-professional functions. This Engineering Program Specialist 1 would be assigned oversight and coordination of the entire Parking Utility GIS program and is commensurate with the level of responsibility and specialization of an Engineering Program Specialist 1 in the Traffic Engineering Division.

Posting of this additional position would be internally and the underlying vacancy would be posted open and competitive.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
16/17	\$53,969	\$62,275	\$69,748

cc: David Dryer-City Traffic Engineer & Parking Utility Manager
 Greg Leifer-Labor Relations Manager