

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: May 2, 2024

SUBJECT: Planning GIS Specialist – Planning Division

The Human Resources Department received a request from former Planning Division Director Heather Stouder and Principal Planner Brian Grady on March 20, 2024 to study the 1.0 FTE position #3189 of Planning GIS Specialist (CG 18, Range 9), currently filled by Curt Cronister. Upon reviewing the updated and prior position descriptions, the current class specification and other related class specifications, and conducting interviews with Curt and Brian I recommend position #3189 be recreated as a GIS Specialist 3 in CG18, Range 10 and the employee be reallocated to the new position.

Curt was hired by the City in August of 2022 as a Planning GIS Specialist performing professional Geographic Information Systems (GIS) work. This position is located within the Planning Division, but provides support to all agencies in the Department of Planning, Community & Economic Development (DPCED). In January of 2023, the GIS Specialist classification series was created to represent positions performing professional GIS work throughout the City. Several City positions have already been recreated into the new series, including Planning position #621 that became a GIS Specialist 2. That position is responsible for performing intermediate-level GIS work. Position #3189, on the other hand, is performing the more advanced level GIS work, which includes:

- Management and maintenance of a wide variety of geographic databases;
- Coordination of the migration of desktop GIS software to ArcGIS Pro, and legacy online content to ArcGIS Experience Builder;
- Maintenance of all data layers;
- Advanced data editing through use of topology;
- Advanced mapping resources and services;
- Advanced statistical and spatial analyses;
- Development of scripts to query spatial data and translate data between databases;
- Testing and establishing new querying methods;
- Development and maintenance of an array of ArcGIS online map applications;
- Consultation, technical support and training to other staff members;
- Support for data needs of other City agencies beyond DPCED, such as the City Clerk's Office;
- Serves on the City's GIS Technical Team.

These responsibilities fall under the GIS Specialist series, which includes professional GIS and Computer Aided Design (CAD) work to aid in workflow development, asset management, operations and overall data management. In terms of the appropriate level, the GIS Specialist 1 performs entry level GIS work, which this position functions well beyond. The GIS Specialist 2 level work is being performed by position #621. The GIS Specialist 4 is advanced level work on a broader scale, which includes:

- Regular assignment, prioritization, review and management of workload of lower-level staff;

- Assistance with budget development;
- Writing, developing and executing RFPs for complex projects;
- Development of the agency/section technology training and development plan;
- Maintenance and monitoring of the section’s work plan;
- Crafting the technical vision and guiding the agency path for GIS/CAD.

These responsibilities are beyond the scope of this position. The GIS Specialist 3 classification describes:

...**higher-level professional GIS/CAD work** performed 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**. As an agency’s sole GIS employee, serves as an operational subject matter expert for their respective agency staff by responding to technical and software questions, vetting issues, and determining resolutions. [emphasis added]

This level aligns best with the responsibilities currently performed in this position, which includes higher-level GIS work on a broader and more complex scope, but with a limited leadership role. As a result, I recommend recreating position #3189 as a GIS Specialist 3, and reallocating the employee to the new position, within the Planning Division budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Effective Date: 3/31/2024

Compensation Group/Range	2024 Annual Minimum (Step 1)	2024 Annual Maximum (Step 5)	2024 Annual Maximum +12% longevity
18/9	\$76,149	\$91,180	\$102,122
18/10	\$79,458	\$95,494	\$106,953

cc: Matt Wachter - Department of Planning, Community and Economic Development Director  
 Bill Fruhling – Acting Planning Division Director  
 Brian Grady – Principal Planner