

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: September 27, 2023

SUBJECT: Engineering Program Specialist 1 – 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 25, 2023 to study the 1.0 FTE position #3223 of Engineering Program Specialist 1 (CG 16, Range 17), currently filled by Rebecca Qureishi. Upon reviewing the updated and prior position descriptions, the current class specification and other related class specifications, conducting interviews with Rebecca and Eric, and a discussion with the City's Information Technology GIS subject matter expert IT Specialist 4, Aaron Cohen, I recommend position #3223 be recreated as a GIS Specialist 2 in CG18, Range 8.

Rebecca was hired by the City in 2015 as an hourly Engineering Aide and promoted that same year to a Civil Technician 1. She moved up to Civil Technician 2 in 2017 and was reclassified to an Engineering Program Specialist 1 in 2019. 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]

The main responsibilities in this position had been administering the Underground Residential District (URD) Street Light Program, and maintenance of the Annual Sign Inventory and sign map and half of the Traffic Engineering (TE) Computer Mapping/GIS Records. In the summer of 2022, an Engineering Program Specialist 2 within the Division separated employment leaving behind the other half of the GIS work that needed to be completed and Rebecca stepped up to fulfill that role in addition to the other responsibilities. This position is now responsible for the processes, projects and quality control related to TE's GIS infrastructure data and has been deemed the subject matter expert of all datasets and GIS workflows in TE. The GIS work performed in position #3223 is both technical and professional, and includes:

- Performing technical updates and maintenance of all TE data and workflows;
- Creating spatial datasets;
- Completing more complex data entry, editing and querying;
- Creating maps and reports, and fulfilling data requests;

- Performing data analysis;
- Conducting research and troubleshooting technical issues;
- Ensuring the overall health of TE's data and making recommendations for improvements and efficiencies;
- Performing quality assurance over all GIS and Cityworks changes by other TE users;
- Providing consultation and technical support to other staff members;
- Conducting training, assigning work, and providing guidance to Civil Technicians;
- Working with vendors to implement new software and updates;
- Creating process documentation and training materials;
- Updating content and creating pages on the public facing TE website.

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, GIS Specialist 1 is entry level, which this position is functioning beyond, and GIS Specialist 4 is advanced level lead work, which is beyond the current responsibilities of is position. The work at the GIS Specialist 3 level is also more advanced, handling more complex and complicated work that includes advanced data editing, higher level scripting, and RFP work. 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 GIS work of an intermediate level. The level of work was also reviewed with Aaron Cohen, who confirms the work being performed and the level of support he provides to this position is consistent with the GIS Specialist 2 level.

Based on the prior analysis, I recommend recreating position #3223 as a GIS Specialist 2, within the Traffic Engineering Division budget. However as the Personnel Rules consider reclassification from one compensation group to another to not be logical, the recreated position will need to be posted to the Traffic Engineering Division for internal competition. The employee will continue to underfill #3223 as an Engineering Program Specialist 1 until the conclusion of an internal competitive process.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 5/28/2023

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum +12% longevity
16/17	\$65,876	\$76,015	\$85,137
18/08	\$69,687	\$82,695	\$92,618

cc: Tom Lynch – Director of Transportation
Yang Tao - City Traffic Engineer
Eric Halvorson - Computer Mapping/GIS Coordinator