

TO: Finance Committee
FROM: Bill Wick, Human Resources
SUBJECT: GIS/Asset Management Specialist – Streets and Urban Forestry Division
Date: February 25, 2022

On October 21, 2021, Streets Superintendent Charlie Romines submitted a position study request to Human Resources proposing to create a new Compensation Group 18 position within the Streets and Urban Forestry Division with the working title of Streets and Urban Forestry GIS/Asset Management Specialist. The request indicated that “Streets and Urban Forestry currently leans heavily on other divisions/departments for our mapping and data needs. Not only are we [Streets] missing out on internal opportunities, other agencies are having difficulty serving our growing needs while handling their own. The move of Forestry to Streets and the adoption of GIS based asset management software Treekeeper represents new pressure to maximize the software versus having untrained field supervisors ‘do their best’... No other positions in the Division have the technical expertise nor positions that would require it...” After review of the position description, meetings with Charlie Romines and Assistant Streets Superintendent Steve Schultz, and a full analysis of the proposed position against the classification specifications for Planning GIS Specialist (CG 18/R 09) and Parking Asset/GIS Coordinator (CG 18/R 10), I recommend the following:

- Delete position #1726 of Administrative Clerk 1 in Compensation Group 20, Range 09 in the Streets and Urban Forestry Division operating budget; and
- Recreate the position as a Planning GIS Specialist in Compensation Group 18, Range 09 with the working title of “Streets and Urban Forestry GIS/Asset Management Specialist”.

The Streets and Urban Forestry GIS/Asset Management Specialist will use mapping and routing software and systems to develop, implement, and maintain the division’s mapping and routing software and systems, including a focus on improved employee and equipment efficiencies and implementation of short and long term goals and plans related to operation and route improvements for plowing, yard waste, solid waste, recycling, and large item collections. The position will also develop, implement, and maintain the division’s asset management databases, to include continuous update of the division’s street tree inventory and creation and maintenance of digital files to include pictures of assets, where appropriate.

The Position Summary included in the Position Description that accompanied Streets’ study request indicates that the position will perform:

... **specialized technical and professional work in the development and application of the Streets & Urban Forestry Divisions computerized mapping/geographic information system (hardware & software).** The work **involves system management activities, providing technical support to Streets & Forestry staff and utilizing the system to meet related information needs.** Under the general supervision of the Streets & Urban Forestry Superintendent, **responsibilities include updating and maintaining related geographical databases for use throughout the agency, developing specialized databases and sources of information as required, and conducting related technical analysis.** Further **provides related training, develops, tests, installs and documents new applications and systems. Coordinates data exchange with**

other agencies. Work is performed under limited supervision and involves the exercise of considerable independent judgement and product development. [emphasis added]

First, a review of the classification specification for Planning GIS Specialist indicates that the position performs:

... specialized technical and professional work in the development and application of the Department of Planning and Community and Economic Development's (DPCED) computerized mapping/geographic information system (hardware and software). The work involves system management activities, providing technical support to the Planning Division and other agencies in DPCED, and utilizing the system to meet related information needs. Under the general supervision of the Planning Division Director or a Principal Planner, **responsibilities include updating and maintaining related geographic databases for use by multiple City agencies; developing specialized databases and sources of information, as required; and conducting related technical analyses.** This classification **also provides related training; develops, tests, installs and documents new applications and systems; and coordinates data exchange and access with other agencies.** [emphasis added]

Both the Streets and Urban Forestry GIS/Asset Management Specialist and the Planning GIS Specialist perform specialized technical and professional work in the development and application of their respective division's computerized mapping/geographic information systems. Both provide technical support and utilize available systems to meet their division's information needs. Both have responsibility for developing, updating, and maintaining geographic databases.

The classification specification for Parking Asset/GIS Coordinator indicates that the position performs

... professional and administrative work responsible for the coordination of the Parking Utility's (PU) Computerized Maintenance Management System (CMMS), Geographic Information System (GIS), and Asset Management System (AMS). The work involves developing and administering policies, standards, procedures and guidelines relating to access to, and utilization of the Parking Utility CMMS, GIS, and AMS systems. The work also involves assigning work to lower level technical and professional staff; leading the Occupancy data analysis team; leading the mapping/GIS project team; supervising and providing technical assistance; and coordinating activities with other City departments, governmental agencies, private agencies, and citizens. The work is performed under the limited supervision of the Assistant Parking Utility Manager and involves the exercise of considerable independent judgment and product development. [emphasis added]

The significant differences between the CG 18/R 09 and CG 18/R 10 classifications are the higher level administrative and coordination duties required of the Range 10 classification, including developing and administering policies, standards, procedures and guidelines related to access to, and utilization of systems; assigning work to lower level technical and professional staff; and supervising and leading teams.

The work to be performed by the Streets and Urban Forestry GIS/Asset Management Specialist falls in line with the technical and professional work of the Planning GIS Specialist (CG 18/R 09) and does not rise to the level of the leadership, supervisory, and coordination work performed by the Parking Asset/GIS Coordinator (CG 18/R 10), therefore my recommendation is that the

position of Streets and Urban Forestry GIS/Asset Management Specialist be classified as a Planning GIS Specialist and placed in Compensation Group 18, Range 09.

The necessary resolution has been prepared to implement this recommendation.

Editor's Note:

Classification	Compensation Group/ Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% Longevity)
Planning GIS Specialist	18/09	\$69,334.46	\$83,020.08	\$92,982.50

cc: Charlie Romines, Streets Superintendent
Steve Schultz, Assistant Streets Superintendent
Harper Donahue, IV, HR Director
Emaan Abdel-Halim, HR Services Manager