TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: October 24, 2023

SUBJECT: Engineering Program Specialist 1/Civil Technician 2 - Water Utility

This is a study of the 1.0 FTE position (#1861) of Engineering Program Specialist 1 (CG16, Range 17), currently occupied by Jonathan Geiger, and the 1.0 FTE position (#4027) of Civil Technician 2 (CG16, Range 14), currently filled by Shayne Santi, to determine if the positions are properly classified based on the current job responsibilities. Based on meetings with Jonathan, Shayne, their supervisor, Computer Mapping/GIS Coordinator Pete Braselton, and a discussion with the City's Information Technology GIS subject matter expert, IT Specialist 4 Aaron Cohen, I recommend recreating positions #1861 and #4027 as GIS Specialist 2s in CG18, Range 8.

Water Utility (WU) has in ground and above ground assets with respect to distribution and facilities, including but not limited to water main pipe, wells, hydrants and towers. These assets are tracked and mapped in the Water Utility computer mapping system, and this information is used by engineering, finance and field staff in their daily work. The Computer Mapping/GIS Coordinator supervises positions #1861 and #4027, and is responsible for the overall health of the data, as well as professional, supervisory and administrative work involving the coordination of the Computerized Mapping/Geographic Information System (GIS), which includes developing and administering policies, standards, procedures and guidelines relating to access and utilization of the system.

Position #1861 is currently classified as an Engineering Program Specialist 1, which 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 of this position include:

- Ongoing updating and maintenance of records within the GIS system;
- Data collection, analysis and quality control;
- Creation of reports and custom maps;

- Technical support to other WU staff.

Other duties of this position include upgrading and testing new software, providing input and recommendations, creating instructional manuals, and reviewing right of way permits. These responsibilities fall more appropriately within 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 proper 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, RFP work, working with vendors, and presentations. 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 by position #1861, which includes significant GIS work of an intermediate level.

Position #4027 is currently classified as a Civil Technician 2 described as:

> …**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]

The main responsibilities of this position include:

- Planning, coordinating and troubleshooting the annual unidirectional flushing program;
- Assigning work to field crews, and providing training and guidance;
- Data entry and analysis, and quality control;
- Drawing/maintaining maps and generating reports;
- Updating the Hydraulic Model network via data extraction and running simulations;
- Process and coordinate flow tests with inspectors, contractors and developers;

- Coordinating lead service replacements with owners, plumbers and the Engineering Division.

Other duties of this position include software review and input, creating training, documentation and standard operating procedures, communicating with the public, and performing water main assessments. The responsibilities of this position also fall under GIS Specialist series.

The study request submitted by the employee recommended the classification of GIS Specialist 3 and while there is occasional work that may rise to this level, the majority of work is at the level of GIS Specialist 2. The GIS Specialist 3 class specification 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 position is not responsible for advanced data editing, working with software vendors and RFPs, high level scripting, overall health of the data, and creating dashboards and complex presentations, and therefore the work aligns more appropriately with that of the GIS Specialist 2, with which the supervisor concurs.

The responsibilities of both positions were also reviewed with Aaron Cohen, who agrees that the work being performed is consistent with the GIS Specialist 2 level.

Based on the prior analysis, I recommend recreating positions #1861 and #4027 as GIS Specialist 2s in CG 18, Range 8. As the Personnel Rules consider reclassification from one compensation group to another to be not logical, the recreated positions will need to be posted to Water Utility for internal competition. The employees will continue to underfill their respective positions in their current classifications until the conclusion of an internal competitive process.

The necessary resolutions to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 6/11/2023

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum +12% longevity
16/14	$60,926	$68,580	$76,809
16/17	$65,876	$76,015	$85,137
18/08	$69,687	$82,695	$92,618

cc: Krishna Kumar – Water Utility General Manager
Pete Braselton – Computer Mapping/GIS Coordinator
Kurt Rose - Employee and Labor Relations Manager
Neil Rainford - Employee Association Representative