

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: September 19, 2011

SUBJECT: Planning GIS Specialist-Planning Division

At the request of the Planning Division Director, Brad Murphy, I have studied the positions (#624-occupied by W. Lanier; #3656-occupied by D. Seidensticker) and classification of Planning GIS (Geographic Information System) Specialist (CG18, Range 07). The classification was created and classified in 1999. Since that time, the City's use of GIS has expanded greatly and the knowledge required to perform the work has also increased. Based on this, Mr. Murphy has requested that Human Resources review whether the classification remains appropriately placed in Range 7. After reviewing the position descriptions (see attached), and conversations with Mr. Murphy, the incumbents, and other city staff who oversee GIS positions, I recommend that the classification of Planning GIS Specialist be moved to Range 9 and the incumbents reallocated to the new level for the reasons outlined in this memo.

The City of Madison has been using GIS applications since the mid 1990s. GIS refers to Geographic Information Systems and are a powerful tool in storing data and increasing the City's ability to perform various spatial analyses. For instance, the GIS program is able to assist in the redistricting process, required every 10 years. Information Technology has an MIS 3 (CG18-R10) who is responsible for the GIS infrastructure city-wide, including maintaining the server and recommending how to use GIS across city agencies and other governmental agencies. Another MIS 2 works on programming for the GIS system. Various departments also have GIS positions responsible for the agency input to the City wide GIS . The Water Utility and Engineering Division both employ a Computer Mapping/GIS Coordinator (CG18-R11), who in addition to GIS work, has direct supervisory responsibility. Traffic Engineering has a Traffic Engineer 3 (CG18-R14) whose responsibility partially includes overseeing the GIS system within Traffic Engineering. The instant positions are found in the Planning Division. One position works for the Planning Division on creating and maintaining information for use by all City agencies and directly for the Division and the larger Department of Planning & Community & Economic Development (DPCED). The other position works for the Madison Area Transportation Planning Board (the metropolitan planning organization), performing GIS work for the multi-jurisdictional transportation planning agency. The 2 employees perform similar work, just for different entities.

As stated above, the classification of Planning GIS Specialist was created in 1999. Back in 1999, the GIS was not as comprehensive or as integrated into the daily work of the Planning Division or other departments as it is today. At that time there were 2 GIS software platforms which required knowing a limited number of computer languages and application programming interface standards. Today this GIS work requires knowing multiple languages and the associated application programming interface standards. The work also now involves the integration of GIS products and applications with the City's websites which will become an even larger part of the system in the future. The incumbents, in place since 1999 and 2000, have learned the various languages as the technology has progressed. In talking with Mr. Murphy and the incumbents, it has been determined that the training and experience requirements for the

classification need to be changed because of these advances. The current class specification outlines 1 year of “professional and/or paraprofessional experience” and a 4 year degree. However, since the technology has gotten more involved, it is more appropriate that someone in this position have at least 3 years of professional experience. The paraprofessional experience would not give someone the appropriate knowledge of the system to do the required work. In addition, it has been determined that someone possessing a Master’s degree in GIS could use the degree to substitute for 2 years of professional experience.

Because the work has changed and expanded over the years and due to the higher training and experience requirements for the position, it is appropriate to move the classification to a new salary range. Currently, range 7 is between an MIS 1 (Range 6) and an MIS 2 (Range 8), the professional Information Technology classifications (see attached). An MIS 1 is an entry-level professional who may be expected to perform programming work and “Write portions of applications using current development language(s)...Assist in testing user applications, hardware, and systems software.” An MIS 2 has greater professional responsibility such as “Work with customers to define requirements for basic applications (e.g., stand alone systems with limited users, limited/routine transactions, few data elements, few screens, no/limited interface with other applications, etc.” An MIS 3 (Range 10) serves as a project leader on smaller projects and performs work with customers on more complex applications. Based on this progression, I find that the work of the Planning GIS Specialists is more appropriately placed between the MIS 2 and MIS 3, in Range 9. The Planning GIS Specialists are responsible for programming and customizing within the GIS software environment, creating and maintaining datasets and determining the best methods for delivery of information. The Planning GIS Specialists are dealing with a system that would be more complex than the “Basic” application defined at the MIS 2 level. The GIS system has a number of applications, many users, and interfaces with other computer applications, including Accella. However, I don’t find that the Planning GIS Specialists are at the level of the MIS 3. While the Planning GIS Specialists are clearly working with a complex and specialized program some of which involves maintaining citywide datasets as part of the City’s GIS, the MIS positions are responsible for working with a broader set of applications generally on a city-wide basis. As noted earlier, IT has an MIS 3 who is responsible for coordinating the GIS work throughout the City. The Planning GIS Specialists perform similar work, but primarily focused on planning related projects and applications, coordinating most frequently within DPCED or the Madison Area Transportation Planning Board. Based on this, placement between the two levels is appropriate. Although the Water Utility and Engineering Division have GIS employees in Range 11, this placement is not appropriate for the Planning employees because the other 2 positions also have direct supervisory responsibility not found in the Planning positions. As the change to the Planning positions have been logical and gradual, I recommend that the incumbents be reallocated to the new salary range.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2011 Annual Minimum (Step 1)*	2011 Annual Maximum (Step 5)	2011 Annual Maximum +12% longevity
18/07	\$50,088	\$59,334	\$66,456
18/09	\$54,417	\$65,158	\$72,982

\*Salary information does not include a 5% temporary wage adjustment which will expire on December 10, 2011.

cc: Brad Murphy-Planning Division Director  
Bill Schaefer-Principal Planner  
Dan Seidensticker  
Bill Lanier