TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 16 December 2016

SUBJECT: IT Specialist 2 (C. Kasprzak & T. Pohle) – Engineering Division

At the request of City Engineer, Rob Phillips, and Deputy City Engineer, Michael Dailey, a position study was conducted for the two (2) IT Specialists 2 positions (CG18, Range 08) in the Mapping and Operations sections of the Engineering Division budget. This position study reviewed both positions, currently occupied by Ms. Candice Kasprzak (position #4379) and Ms. Terri Pohle (position #1146). After meeting with the respective supervisors, Mr. Eric Pederson and Ms. Kathy Cryan; the incumbents; as well as Mr. David Faust, IT Applications Development Manager (City IT) and upon review of the position descriptions, I recommend the following for the reasons outlined in this memo.

- Delete position #s 4379 and #1146 in the classification of IT Specialist 2 in CG 18, Range 8, from the Engineering Division operating budget;
- Recreate the positions into the IT Specialist 3 classification in CG 18, Range 10;
- Reallocate the incumbents,C. Kasprzak and T. Pohle, respectively into the new positions

Both of these positions were previously titled MIS 2 in the Engineering operating budget. The MIS classification series has since been retitled to IT Specialist, in the same CG and Ranges. Both incumbents have never been reclassified and were hired at the IT Specialist 2 level. Initially, the Engineering Division had one IT Specialist 2 in the Mapping section, which was occupied by Ms. Pohle when she was hired in 2005. In 2012, Ms. Pohle transferred into a newly created IT Specialist 2 position in Operations. At that time, Ms. Kasprzak was hired into the Mapping IT Specialist 2 position.

First, a review of the classification specification for the IT Specialist 2 describes the work as:

> … **objective level professional work in the development or support of automated management information systems.** This work is characterized by the **independent application of professional skills** in providing **standardized developmental or support activities,** and/or **serving as a contributing member on more diverse team efforts**. Work is performed under the **general supervision** of a Principal IT Specialist or other supervisor/manager. [emphasis added]

The classification specification for the IT Specialist 3 describes the work as:

> … **advanced-level professional work** in the development or support of automated management information systems. This level is characterized by **responsibility for the development and implementation of automated systems and major system components** or the development and implementation of support systems and programs, as assigned. Work may involve some **leadership responsibility on specific projects**, as assigned and is performed under the general supervision of a Principal IT Specialist or other supervisor/manager. [emphasis added]

When Ms. Kasprzak began working in 2012 for the City's Engineering Mapping section, she took over the IT role that was previously managed by the former Computer Mapping/GIS Coordinator, Mr. Dave Davis. This role is critical to maintaining the data flow for an extremely large, multi-level and complex array of mapping data sets provided by Engineering. The Spatial Data Enterprise (SDE) is the centralized location for housing the City's data. Ms. Kasprzak is mainly responsible for updating and running the data through a series of scripts in order to house the information properly in SDE. SDE provides various City agencies, like Water Utility, with access to this data and the related mapping information. An example of this is for the Water Utility to calculate and collect storm water billing data based on spatial areas of properties. Starting in 2013, Ms. Kasprzak served as the Project Manager for a massive data conversion from one software system (MGE) to the current system (Bentley Map). This two year project, along with underlying projects, required creating documentation of all the data sources and definitions, rewriting the scripts to transform the data into SDE and GT Viewer (the mapping program), freezing the data for the conversion, and integrating the data backlog. Ms. Kasprzak's leadership role in this project qualifies as the 'advanced-level professional work' in implementing the automated software systems and their major components, as outlined in the IT Specialist 3 class spec. Ms. Kasprzak also holds several key positions on interagency IT committees and teams. She leads the SIMM (Section InRoads Microsation Manager) committee of the CADD managers from Water Utility, Traffic Engineering, and Engineering Street, Sewer and Mapping Sections; collectively managing the broader issues of work flow changes and upgrades. The newly formed Data Management Workgroup is undertaking a multi-phase data inventory and coordinating how to effectively make the data available via the City's Data Portal. This workgroup is comprised of Ms. Kasprzak for Engineering and members from Finance, IT, Police, Public Health and the Mayor's office.

Ms. Pohle began working in the Operations section in 2011 to primarily serve as the Project Manager for the implementation of the Kronos software system. This required Ms. Pohle to configure the time keeping software with all the various pay code for multiple compensation groups and varying schedules. The scheduling software of Telestaff, works in conjunction with Kronos to create the payroll data for MUNIS. Ms. Pohle is responsible for the data export into MUNIS for biweekly payroll processing, and troubleshoots/corrects any discrepancies noted by the payroll clerks. Additionally, Ms. Pohle is undertaking another massive software transition for Engineering CMMS (Computerized Maintenance Management System) from the current Maintrack to the new Cityworks. This system conversion will be integral in developing the work flows for Engineering's assets management system, maintaining assets for peak efficiency and cost effectiveness. Ms. Pohle plays an integral role in developing the scope of the project, evaluation and selection of vendors, and standardizing data for transfer into the new system. She, along with Ms. Kasprzak, work closely with City IT to develop and implement this two year project. This high level of professional project leadership falls well within the classification of IT Specialist 3.

As part of the study, I also met with Mr. Faust to determine whether the work of both Ms. Kasprzak and Ms. Pohle were consistent with IT Specialist 3 staff in the Applications Development section of the City's IT Department. Mr. Faust indicated that the main distinction between the 2 and 3 level is the higher degree of independence, project complexity, and projects that involve interagency coordination. The responsibilities of positions in the IT Specialist 3 classification serve as complex project managers for a variety of application development and implementations. Given the work assignments for both Ms. Kasprzak and Ms. Pohle in recent years - implementations of the mapping data software conversion (Kasprzak) and the transition to the Kronos timekeeping software in conjunction with Telestaff and MUNIS applications (Pohle); both incumbents have performed their duties with the independence and leadership consistent with an IT Specialist 3.

Therefore, the recommendation is to delete two (2) IT Specialist positions (#4379 and #1146) in CG 18, Range 08, within the Engineering Division operating budget, recreate the positions in the IT Specialist 3 classification (CG18, Range 10), and reallocate the incumbents accordingly. The necessary resolutions to implement these recommendations have been drafted.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
18/08	$60,084	$71,300	$79,856
18/10	$65,222	$78,385	$87,791

cc: Rob Phillips – City Engineer
        Michael Dailey – Deputy City Engineer
        Eric Pederson – Computer Mapping/GIS Coordinator, Engineering
        Kathy Cryan – Operations Manager, Engineering
        Candice Kasprzak – Incumbent, Engineering
        Terri Pohle – Incumbent, Engineering
        Mike Lipski – HR Services Manager