



Staff Report

RESOLUTION AUTHORIZING NEW JOB DESCRIPTION AND SALARY RANGES FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR I/II/III IN THE INFORMATION SERVICES DEPARTMENT.

Honorable Mayor and Council Members:

Summary

Staff recommends that the City Council adopt the attached resolution authorizing the new job description and salary ranges for Geographic Information Systems (GIS) Coordinator I/II/III in the Information Services Department.

Background

On July 8, 2008 Council approved Resolution No. 10033 which created the new job classes of Information Services Director and Technology Specialist I in the newly defined Information Services Department. This resolution was preceded by report on June 10, 2008 from the City Manager which outlined the need for a stand alone Technology Specialist I (referred to in the report as Information Services Technician) and a stand alone Geographic Information Systems (GIS) Coordinator. As noted above, Council has already approved the Technology Specialist I and is now being asked to approve the GIS Coordinator I/II/III job description and salary ranges.

Discussion

Prior to the creation of the Technology Specialist I position on July 8, 2008 the Information Services Department was comprised of three classifications: Information Services Manager/Director, Technology Specialist II and a hybrid GIS Coordinator/Technology Specialist I position. As stated in the June 10, 2008 and July 8, 2008 staff reports, the intention is to separate the Technology Specialist I out of the current GIS Coordinator/Technology Specialist I job classification and create two stand alone positions.

| Current Job Descriptions | Proposed Job Descriptions |
|--|-------------------------------|
| Information Services Director | Information Services Director |
| Technology Specialist II | Technology Specialist II |
| GIS Coordinator/Technology Specialist I | GIS Coordinator |
| Technology Specialist I | Technology Specialist I |

After careful consideration it was determined the creation of a GIS Coordinator I/II/III series would best suit the needs of the department for the following reasons:

- GIS Coordinator I/II/III addresses the marked increase in demand for GIS related systems, information and projects within the City and accurately acknowledges the skills, knowledge and experience required to perform these functions.
- Provides growth opportunity currently lacking within the classification which additionally facilitates the retention of valuable staff.
- Provides the department with greater flexibility if/when there is a need to recruit for and fill the position. The GIS Coordinator I/II/III series allows the department to hire at entry, journey or advanced journey level based on departmental need and/or candidate qualifications.

Staff requests Council’s approval of the attached Geographic Information Systems (GIS) Coordinator I/II/III job description (Attachment B) prepared by Human Resources in conjunction with the Information Services Director. In addition, Staff is requesting Council approval on the proposed salary ranges below:

| Position | Step 1 | Step 2 | Step3 | Step 4 | Step 5 | Step 6 | Notes |
|---------------------|--------|--------|-------|--------|--------|--------|-------------------------|
| GIS Coordinator I | 5380 | 5649 | 5931 | 6228 | 6539 | 6866 | 15% Below Market Median |
| GIS Coordinator II | 6329 | 6646 | 6978 | 7327 | 7693 | 8078 | Set to Market Median |
| GIS Coordinator III | 6962 | 7311 | 7676 | 8060 | 8463 | 8886 | 10% Above Market Median |

The proposed salary ranges were established by conducting a market median survey of comparable classifications in neighboring jurisdictions.

General Plan/Vision Statement

There is no impact to the General Plan/Vision Statement.

Fiscal Impact

The estimated cost for this fiscal year is approximately \$1,060 because of the agreement between MMCEA and the City that classes below market median will be brought to eight-tens (.8 or 80%) of market median effective the last full pay period of June 2009. The estimated cost for next fiscal year is approximately \$16,700.

Public Contact

Posting of City Council Agenda. A copy of this report has been provided to the representatives of the Mid-Management Confidential Employee Association (MMCEA).

Recommendation

It is recommended that the City Council adopt the attached resolution to authorize the new job classification and salary ranges for Geographic Information Systems (GIS) Coordinator I/II/III in the Information Services Department.

Alternatives

1. Do not approve the new classification and salary ranges for GIS Coordinator I/II/III.
2. Provide alternative direction to staff.
3. Take no action at this time.

Attachments

- A. Resolution
- B. GIS Coordinator I/II/III Job Description

Respectfully submitted,

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City Manager

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RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
AUTHORIZING NEW JOB CLASSIFICATION AND SALARY RANGES FOR
GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR I/II/III
IN THE INFORMATION SERVICES DEPARTMENT**

WHEREAS, Council passed Resolution No. 10033 on July 8, 2008 which approved the creation of a Technology Specialist I classification; and

WHEREAS, the intention is to eliminate the GIS Coordinator/Technology Specialist I classification and create a stand alone GIS Coordinator position; and

WHEREAS, the creation of a GIS Coordinator I/II/III series is in order to address current departmental needs and future recruitment efforts; and

WHEREAS, Staff has created a GIS Coordinator I/II/III job description and recommends the proposed salary ranges, effective May 12, 2009, as follows:

| Position | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---------------------|--------|--------|--------|--------|--------|--------|
| GIS Coordinator I | 5380 | 5649 | 5931 | 6228 | 6539 | 6866 |
| GIS Coordinator II | 6329 | 6646 | 6978 | 7327 | 7693 | 8078 |
| GIS Coordinator III | 6962 | 7311 | 7676 | 8060 | 8463 | 8886 |

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Belmont does hereby authorize the new classification and salary ranges for GIS Coordinator I/II/III in the Information Services Department.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on May 12, 2009 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:



CITY OF BELMONT
ADOPTED CC:
MMCEA BARGAINING GROUP
FLSA: EXEMPT

GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR I/II/III

DEFINITION

Under general direction, develop, enhance, maintain and support ongoing technology functions for the City's Geographic Information System (GIS) and GIS-related database systems; works with user departments and/or interdepartmental project teams to identify, develop, and maintain new and existing GIS projects and systems. Supports Information Services Director and staff with City wide information systems and telecommunication systems.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Information Services Director. May exercise functional and technical supervision over lower level technical personnel, as related to GIS activities and projects.

DISTINGUISHING CHARACTERISTICS

GIS Coordinator I

This is the entry-level position in the GIS Coordinator series. This class is distinguished from the GIS Coordinator II by the performance of more routine tasks and duties assigned to positions in this series. Employees at this level are not expected to perform with the same independence of direction and judgment as the journey and advanced journey levels. This class is typically used as an entry class, and employees may have only limited or no directly related work experience.

GIS Coordinator II

This is the full journey level position in the GIS Coordinator series. This class is distinguished from the GIS Coordinator I position by the working knowledge of ESRI (Environmental Systems Research Institute) GIS applications and the performance of the full range of GIS data base manipulation including the full responsibility for producing complex mapping products. Incumbents are expected to apply working knowledge in developing programs for products and in the updating and maintaining mapping layers. Employees at this level work independently and receive only occasional instruction. This class is normally filled by advancement from level I or with employees with demonstrated knowledge and experience in a position equivalent to GIS Coordinator I.

GIS Coordinator III

This is the advanced journey level classification in the GIS Coordinator series. This class differs from the immediately lower class of GIS Coordinator II by the level of responsibility assumed, as well as the size, diversity, and complexity of assigned tasks. Employees at this level perform at a higher level of difficulty and

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responsibility than those duties assigned to other classes within the series. Employees at this level are required to be fully trained and possess expert knowledge and significant related work experience.

ESSENTIAL FUNCTIONS

Depending upon assignment, essential and other important responsibilities and duties may include, but are not limited to the following:

- Plans, develops and implements a computerized mapping system which allows the integration of the entire City's geographically-referenced data.
- Serves as the City's GIS point of contact.
- Develops new GIS layers as required, or updates existing GIS layers, using GIS or computer-aided design (CAD) tools.
- Identifies the City's existing database structures and incorporates them into the City's GIS as required.
- Provides guidance and training for GIS and information and telecommunication systems.
- Works with City staff to develop and maintain parcel development and geographic information for the City's GIS and mapping systems.
- Develop and maintain access to Internet GIS mapping capabilities.
- Assists in development of City's Intranet or Internet sites requiring GIS or database-related information

PERIPHERAL FUNCTIONS

- Assists in the research and writing of staff reports and procedural documents.
- Collaborates with other Information Services Department staff to provide help-desk support, network support, and participation in developing strategic goals for the City's Information Technology Plan, as required.
- Other special assignments as provided by the Information Services Director.
- Troubleshooting and training techniques for basic computer problems.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current practices, procedures, techniques and controls used in the analysis and design of geographic information systems using state-of-the-art mapping and geographic information systems software.
- Capabilities and applications of computer-aided drafting and design, geographic information systems, relational databases, and computer networks.

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- Principles of and analysis used in engineering, drafting, surveying, cartography, and photogrammetry, as they pertain to automated mapping and GIS.
- HP Proliant Systems, Compaq Systems and various Windows operating systems.
- Computer hardware and software installation, operations and maintenance requirements.
- Platforms include various Windows operating systems.
- Methods and techniques of computer hardware and software installation and operation.

Ability to:

- Identify and anticipate issues and GIS applications of use and importance to the City.
- Identify and interpret technical and numerical information.
- Observe and problem-solve organizational, operational and technical policy and procedures.
- Manage disparate staff and projects throughout the City, effectively translating between staff in specialized disciplines.
- Use specialized computer system application software.
- Develop and maintain effective working relationships with GIS users in other departments and agencies.
- Operate desktop computer and standard office software to produce work products.
- Communicate effectively both orally and in writing.
- Prioritize and manage competing demands and projects in a timely manner.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment.
- Work off-hours, nights and/or holidays as required.
- Be called back or held over in emergency situations.

Experience and Training Guidelines

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

GIS Coordinator I

Experience:

One year of related work experience desirable.

Training:

Equivalent to an Associates degree from an accredited college/university with major course work in cartography, GIS or related field. Must have completed a college-level course and/or professional training

seminars in ESRI applications and one year of AutoCAD, ESRI-based GIS software applications, databases and other relevant computer software, program and database experience.

GIS Coordinator II

Experience:

Three years of increasingly responsible experience as GIS Coordinator II or comparable position responsible for geographical information systems and computer hardware and software.

Training:

Equivalent to a Bachelors Degree from an accredited college or university with major course work in GIS, computer science or related field in addition to the completion of specialized training or specific software applications so as to be considered a technical support resources in the GIS field. Additional qualifying experience or training may substitute for formal education.

GIS Coordinator III

Experience:

Five years of increasingly responsible experience developing and managing enterprise geographic information systems and their databases. Use of mapping/geographic information system software in a multi-disciplinary environment where applications include engineering, planning, public safety, finance, economics, libraries, environmental science, drafting, surveying or cartography.

Training:

Equivalent to a Bachelors Degree from an accredited college or university with major course work in GIS, computer science or related field. Completion of specialized training or specific software applications so as to be considered a technical support resources in the GIS field. Additional qualifying experience or training may substitute for formal education.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Ability to: work in a standard office environment; sit at a desk for extended periods of time; travel to different sites and locations unassisted; bend, kneel and twist while checking equipment; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; write or use a keyboard to perform assigned design and drafting duties; lift and carry weight of up to 50 pounds.