

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 09/26/05		Item Number: <u>C-6</u>	
AGENDA ITEM: Consideration of Approval of the New Unclassified Classification Specification for GIS (Geographic Information Systems) Analyst, and Rescind Resolution 2003-R066.			
Contact Person/Dept.: Amy Webber		Phone Number: 310-253-5652	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List and Culver City Employees Association 09/21/05			
Department Approval: Serena Wright 9/15/05		CAO Approval: Scott Bixby for Jerry Fulwood 9/20/05	
City Controller Approval: Marlee Chang 9/19/05			

RECOMMENDATION:

That the City Council approve the unclassified classification specification and salary plan for GIS (Geographic Information Systems) Analyst.

BACKGROUND:

A request was made on November 8, 2004, by Michele Seals, Systems Development Manager, in concurrence with John Richo, Information Technology Director, for Personnel Department staff to audit the GIS Technician position in Information Technology to determine whether or not this position was functioning within the scope of the established classification. The desk audit findings concluded that this position was performing duties significantly beyond the scope of the GIS Technician classification.

Fiscal year 2005-2006 approved budget included the reclassification of the GIS Technician position in the Information Technology Department.

The Civil Service Commission approved the unclassified classification specification for GIS Analyst at the September 7, 2005 meeting.

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DISCUSSION:

The Geographic Information Systems (GIS) program in Culver City was initiated in 1997 by the Community Development Department. As the program grew, the Information Technology Department took over the responsibility of supporting the GIS function of the City. In November 2000, the Information Technology Department identified the need to obtain a full time position to sustain the program, hence the classification GIS Technician.

The initial role of the GIS Technician was to develop the data for complex GIS maps, design and prepare data for GIS applications, train end-users and install the GIS applications on user's computers. The primary duties consisted of responding to requests and developing the City's GIS database for application use.

Since the establishment of the GIS Technician position, the responsibilities have grown considerably due in part to rapid growth of technology and the inherent nature of information technology. The responsibilities and duties of the GIS Technician position have evolved requiring specialized knowledge of additional GIS software applications and the skill to edit, manage, analyze and create information within the software applications.

The position requires the ability to independently analyze and make recommendations based upon research and analysis for the use of Capital Improvement Project funds for GIS. In conjunction with managing the projects related to improving the GIS program the position is required to delegate and oversee the work of contractor and interns. This position is the staff contact for all GIS related information and responds to public requests for information. In addition, this position works with other City departments to develop GIS based applications that will meet the needs of the department. This position also has the responsibility to prepare GIS related staff reports for presentation to the City Council for approval, recommendation or direction.

FISCAL ANALYSIS:

The salary range for the GIS Analyst has been approved at salary range 497 with a top step monthly salary \$6265; an annual salary of \$75,182.

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ATTACHMENTS:

1. Resolution and Exhibit A
2. New Unclassified Classification Specification for GIS Analyst
3. Labor Market Survey

MOTION:

That the City Council:

Approve the new unclassified classification specification and salary plan for GIS Analyst, and rescind Resolution 2003-R066.