

MEETING DATE 9/26/05

AGENDA ITEM Consideration of Approval of the New Unclassified
Classification Specification for GIS Analyst and Rescind
Resolution 2003-R066

ATTACHMENTS

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NOW THEREFORE the City Council of the City of Culver City California,

DOES RESOLVE as follows

1 The Classification and Salary Plan labeled as Exhibit A" to Resolution 2003-R066 is hereby rescinded effective September 26 2005

2 The Classification and Salary Plan attached and labeled as Exhibit A is hereby adopted effective September 26 2005 by establishing the salary range for GIS Analyst to 497

3 The City Treasurer is hereby directed to adjust and pay salaries of the City employee in accordance with the Classification and Salary Plan adopted and approved by this Resolution effective September 26 2005

ALBERT VERA Mayor
City of Culver City California

APPROVED AS TO FORM

CAROL A SCHWAB
City Attorney

CCEA Bargaining Unit Classifications Effective January 10 2005

4% INCREASE PER CCEA MOU

Classification Title	Range	Step A	Step B	Step C	Step D	Step E
Account Clerk	368	15 583	16 380	17 219	18 098	19 025
Accountant	433	21 550	22 653	23 800	24 996	26 273
Accountant II	465	25 247	26 537	27 893	29 318	30 816
Accounting Technician	407	18 929	19 898	20 915	21 984	23 110
Administrative Clerk	366	15 429	16 218	17 048	17 919	18 836
Administrative Secretary	406	18 836	19 799	20 811	21 875	22 995
Air Conditioning/Heating Technician	451	23 570	24 749	26 014	27 343	28 740
Assistant Engineer	462	24 872	26 143	27 479	28 883	30 359
Assistant Planner	449	23 342	24 508	25 755	27 072	28 455
Associate Analyst	443	22 653	23 800	24 996	26 273	27 616
Associate Engineer	498	29 760	31 281	32 879	34 560	36 326
Associate Microcomputer Analyst (unclassified)	406	18 836	19 799	20 811	21 875	22 995
Associate Planner	477	26 803	28 173	29 612	31 125	32 716
Automated Enforcement Technician ⁷	396	17 919	18 836	19 799	20 811	21 875
Building & Safety Inspector	443	22 653	23 800	24 996	26 273	27 616
Building Engineer	485	27 893	29 318	30 816	32 391	34 046
Building Services Specialist	349	14 175	14 900	15 662	16 463	17 304
Bus Operator	391	17 478	18 371	19 312	20 299	21 336
Bus Operator/RPT	351	14 318	15 049	15 819		
Bus Operator X (see note e)	371	15 819				
Business Tax Inspector	408	19 025	19 998	21 020	22 095	23 226
Buyer	486	28 032	29 465	30 971	32 553	34 217
Cement Finisher	412	19 408	20 399	21 442	22 540	23 684
Clerk	317	12 085	12 702	13 352	14 035	14 752
Clerk Typist	336	13 286	13 965	14 679	15 429	16 218
Code Enforcement Analyst	471	26 014	27 343	28 740	30 209	31 753
Code Enforcement Officer	425	20 707	21 766	22 880	24 034	25 247
Communications Technician	443	22 653	23 800	24 996	26 273	27 616
Community Services Officer/RPT	322	12 390	13 023	13 689		
Computer Operator	416	19 799	20 811	21 875	22 995	24 151
Computer Programmer	454	23 917	25 121	26 405	27 754	29 172
Custodian	339	13 486	14 175	14 900	15 662	16 463
Data Entry Clerk	354	14 533	15 275	16 057	16 878	17 741
Engineering Drawing & Documents Technician	477	26 803	28 173	29 612	31 125	32 716
Engineering Technician	427	20 915	21 984	23 110	24 270	25 500
Equipment Maintenance Supervisor ⁸	458	24 389	25 627	26 937	28 313	29 760

CCEA Bargaining Unit Classifications Effective January 10 2005

4% INCREASE PER CCEA MOU

Classification Title	Range	Step A	Step B	Step C	Step D	Step E
Equipment Service Worker	368	15 583	16 380	17 219	18 098	19 025
Event Supervisor/RPT	474	26 405	27 754	29 172	N/A	N/A
Facilities Lead Worker ⁴	453	23 800	24 996	26 273	27 616	29 027
Facilities Maintenance Worker	390	17 391	18 280	19 215	20 198	21 230
Fire Prevention Specialist	492	28 883	30 359	31 910	33 541	35 255
Forensic Specialist	466	25 373	26 670	28 032	29 465	30 971
GIS Technician	460	24 628	25 884	27 207	28 597	30 059
Graphic Services Assistant	367	15 506	16 299	17 133	18 008	18 929
Graphic Services Coordinator	415	19 701	20 707	21 766	22 880	24 034
HVAC Maintenance Worker ⁴	420	20 198	21 230	22 316	23 458	24 628
Hazardous Materials Technician	414	19 603	20 604	21 658	22 767	23 917
Heavy Equipment Operator	408	19 025	19 998	21 020	22 095	23 226
Heavy Truck Driver	400	18 280	19 215	20 198	21 230	22 316
Help Desk Technician	381	16 628	17 478	18 371	19 312	20 299
Housing Assistant	428	21 020	22 095	23 226	24 389	25 627
Housing Specialist	463	24 996	26 273	27 616	29 027	30 511
Information Systems Analyst ⁸	487	28 173	29 612	31 125	32 716	34 388
Information Technology Analyst (unclassified)	445	22 880	24 034	25 247	26 537	27 893
Irrigation Maintenance Technician	390	17 391	18 280	19 215	20 198	21 230
Jailer	390	17 391	18 280	19 215	20 198	21 230
Laborer	353	14 461	15 200	15 977	16 794	17 653
Maintenance Carpenter	420	20 198	21 230	22 316	23 458	24 628
Maintenance Electrician	443	22 653	23 800	24 996	26 273	27 616
Maintenance Painter	419	20 097	21 125	22 205	23 342	24 508
Maintenance Plumber	443	22 653	23 800	24 996	26 273	27 616
Maintenance Worker I	362	15 124	15 987	16 710	17 564	18 463
Maintenance Worker II	374	16 057	16 878	17 741	18 648	19 603
Mechanic	423	20 502	21 550	22 653	23 800	24 996
Mechanic Assistant	397	18 008	18 929	19 898	20 915	21 984
Microcomputer Analyst (unclassified)	449	23 342	24 508	25 755	27 072	28 455
Occupancy Specialist ³ (unclassified)	325	12 576	13 220	13 895	14 606	15 352
Office Assistant/RPT	384	16 878	17 741	18 648		
Office Automation Specialist	393	17 653	18 556	19 505	20 502	21 550
Park Maintenance Crewleader	414	19 603	20 604	21 658	22 767	23 917

CCEA Bargaining Unit Classifications Effective January 10 2005

4% INCREASE PER CCEA MOU

Classification Title	Range	Step A	Step B	Step C	Step D	Step E
Park Patrol Officer ²	322	12 390	13 023	13 689	14 389	15 124
Parking Enforcement Officer	379	16 463	17 304	18 189	19 120	20 097
Parking Meter Technician	397	18 008	18 929	19 898	20 915	21 984
Payroll Technician	427	20 915	21 984	23 110	24 270	25 500
Permit Technician	384	16 878	17 741	18 648	19 603	20 604
Pest Control Technician	414	19 603	20 604	21 658	22 767	23 917
Plan Check Engineer	492	28 883	30 359	31 910	33 541	35 255
Plan Check Technician	429	21 125	22 205	23 342	24 508	25 755
Planning Technician	396	17 919	18 836	19 799	20 811	21 875
Police Records Technician ¹	366	15 429	16 218	17 048	17 919	18 836
Pool Maintenance Technician	443	22 653	23 800	24 996	26 273	27 616
Property Technician ⁵	398	18 098	19 025	19 998	21 020	22 095
Public Works Inspector	444	22 767	23 917	25 121	26 405	27 754
Records Management Coordinator	431	21 336	22 428	23 570	24 749	26 014
Recreation Coordinator	423	20 502	21 550	22 653	23 800	24 996
Redevelopment Project Specialist	492	28 883	30 359	31 910	33 541	35 255
Route Supervisor	428	21 020	22 095	23 226	24 389	25 627
Safety Services Communications Operator	413	19 505	20 502	21 550	22 653	23 800
Safety Technician	442	22 540	23 684	24 872	26 143	27 479
Sanitation Collector	368	15 583	16 380	17 219	18 098	19 025
Sanitation Crew Supervisor	420	20 198	21 230	22 316	23 458	24 628
Sanitation Dispatcher ²	418	19 998	21 020	22 095	23 226	24 389
Sanitation Driver	393	17 653	18 556	19 505	20 502	21 550
Sanitation Roll-Off Driver	397	18 008	18 929	19 898	20 915	21 984
Scout Vehicle Operator	372	15 897	16 710	17 564	18 463	19 408
Secretary	384	16 878	17 741	18 648	19 603	20 604
Senior Account Clerk	386	17 048	17 919	18 836	19 799	20 811
Senior and Social Services Specialist	428	21 020	22 095	23 226	24 389	25 627
Senior Computer Programmer	464	25 121	26 405	27 754	29 172	30 663
Senior Computer Programmer Analyst	497	29 612	31 125	32 716	34 388	36 145
Senior Engineering Technician	444	22 767	23 917	25 121	26 405	27 754
Senior Forensic Specialist	503	30 511	32 070	33 708	35 431	37 242
Senior Irrigation Maintenance Technician	414	19 603	20 604	21 658	22 767	23 917
Senior Maintenance Worker	382	16 710	17 564	18 463	19 408	20 399
Senior Microcomputer Analyst (unclassified)	474	26 405	27 754	29 172	30 663	32 230
Senior Public Works Inspector	468	25 627	26 937	28 313	29 760	31 281

CCEA Bargaining Unit Classifications Effective January 10 2005

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Classification Title	Range	Step A	Step B	Step C	Step D	Step E
Senior Tree Maintenance Worker	384	16 878	17 741	18 648	19 603	20 604
Senior Welder	435	21 766	22 880	24 034	25 247	26 537
Sewage Lift Station Worker	377	16 299	17 133	18 008	18 929	19 898
Staff Assistant/Solid Waste Operations	462	24 872	26 143	27 479	28 883	30 359
Street Light Technician	443	22 653	23 800	24 996	26 273	27 616
Street Maintenance Crewleader	433	21 550	22 653	23 800	24 996	26 273
Structural Rehabilitation Specialist	461	24 749	26 014	27 343	28 740	30 209
Subdrain Crewleader	413	19 505	20 502	21 550	22 653	23 800
Subdrain Worker	379	16 463	17 304	18 189	19 120	20 097
Systems Application Specialist	497	29 612	31 125	32 716	34 388	36 145
Telecommunications Analyst (Unclassified)	474	26 405	27 754	29 172	30 663	32 230
Traffic Painter	396	17 919	18 836	19 799	20 811	21 875
Traffic Painting Crewleader	436	21 875	22 995	24 151	25 373	26 670
Traffic Signal Technician	476	26 670	28 032	29 465	30 971	32 553
Training and Safety Instructor	438	22 095	23 226	24 389	25 627	26 937
Transit Operations Supervisor	428	21 020	22 095	23 226	24 389	25 627
Transportation Dispatcher	418	19 998	21 020	22 095	23 226	24 389
Van Driver	353	14 461	15 200	15 977	16 794	17 653
Veteran s Complex Maintenance Coordinator	394	17 741	18 648	19 603	20 604	21 658
Warehouse Supervisor	400	18 280	19 215	20 198	21 230	22 316
Warehouse Worker/Delivery Driver	370	15 740	16 545	17 391	18 280	19 215
Web Master (unclassified)	514	32 230	33 877	35 608	37 428	39 340
Welder	417	19 898	20 915	21 984	23 110	24 270

¹Effective July 1 2002

²In accordance with adopted Budget 2002 2003

³Effective July 14 2003

⁴Effective July 28 2003

⁵Effective February 23 2004

⁶Salary Approved in FY 2005 2006 adopted budget

⁷Approved in FY 2005 2006 adopted budget

⁸Approved in FY 2005 2006 adopted budget

⁹Effective September 26 2005 per resolution 2005 R as approved in FY 2005 2006 adopted budget

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CCEA Bargaining Unit Classifications Effective January 10 2005

4% INCREASE PER CCEA MOU

Classification Title	Range	Step A	Step B	Step C	Step D	Step E

Notes

- a Employees appointed to RPT positions in the classifications listed above are paid at steps A B or C within the listed range
- b Skill or assigned bonuses provided in the MOU are in addition to above rates
- c Employees appointed to Confidential positions in a classification listed above receive an additional 3 days (24 hours) floating holiday credit pursuant to previous Council Resolution
- d Bus Operator X is a one step entry level appointment from which the employee moves to A step of Bus Operator in six months

Title GIS (Geographic Information Systems) ANALYST**Definition**

Occupants of this classification are in the unclassified service. This position is responsible for developing, installing and maintaining Geographical Information Systems (GIS) application software and computer hardware, analyzing, designing, developing, testing, maintaining, and documenting GIS computer software programs for the network, web and PC environments, managing all GIS related projects and providing training and support for City users.

Distinguishing Characteristics

Work within this classification is distinguished from that of the GIS Technician by the complexity of the assignments, the independence in the decision making and working environment with which the positions assigned to this classification are expected to operate, the creativity and responsibility for organization and execution of long-term projects, and the responsibility for delegation of work to consultants, contractors or interns with the GIS program.

Supervision Received and Exercised

The position reports to the Systems Development Manager. Responsibilities may include the supervision of lower level technical staff or contract employees.

Essential Job Duties

The following tasks are essential for this position. This position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

- 1 Develops, designs and implements GIS computer applications for the network, web, and personal computers (PC's)
- 2 Maintains, installs, and upgrades GIS software applications on PC's, and in the client/server environment
- 3 Troubleshoots and maintains existing production on all GIS computer programs by making enhancements and modifications as required
- 4 Performs troubleshooting for GIS application databases and software applications on desktop, network, and web-based applications
- 5 Creates custom GIS applications using ArcINFO, Visual Basic, ArcIMS and World Wide Web development tools
- 6 Designs, develops and implements GIS computer programs based on system requirements and/or specifications and/or user needs
- 7 Designs and prepares test data for proper testing of GIS computer programs and corrects computer programs to eliminate errors
- 8 Reviews and defines problems with particular emphasis on GIS computer programs for the network, web, and PC's
- 9 Evaluates GIS system needs and makes recommendations for upgrades to existing and/or adding applications
- 10 Manages, develops and maintains GIS spatial database standards and facilitates the enterprise access to GIS data
- 11 Ensures that data layers and themes are updated in a timely manner
- 12 Documents GIS computer programs including update of all enhancements, modifications, user's manuals, flowcharts, system flow, and file definitions

- 13 Prepares documentation and materials for training
- 14 Trains users in the operation of GIS software applications for the network, web, and PC's
- 15 Leads delegates and/or coordinates the work of consultants or contract work or interns
- 16 Performs other duties as assigned

Minimum Knowledge, Skill and Ability

Knowledge of

Principles and techniques in applying GIS in local government
ESRI software applications including ARC/INFO, ArcView, ArcGIS, ArcIMS and Arcpad, Avenue scripting, and Map Objects
Database techniques regarding data retrieval and linking to GIS layers
Developing and deploying GIS software applications in a network and web environment
Client server technology, network systems, web-based applications, and peripheral equipment
Statistical methods and procedures
PC's hardware and software
Cartography and remote sensing methodologies
Plotters, scanners, CD burners and tape backup systems
World Wide Web development languages such as HTML, XML and Visual Basic

Skill and Ability to

Develop GIS applications using Avenue Scripting, Visual Basic, and other geographical-based programming tools
Develop, install, test, and maintain GIS computer programs and software applications
Operate personal computers, network devices, server hardware, and computing software including web-based tools
Communicate clearly and concisely, both verbally and in writing
Effectively follow both verbal and written instructions
Establish and maintain an effective working relationship with others
Understand customer stated requirements, questions and problems and translate into GIS terms and actions
Read, comprehend and document technical information
Use independent judgment and initiative in making recommendations regarding GIS applications
Prioritize and manage multiple tasks
Software system configuration, maintenance and problem resolution
Editing configuration data files to implement client server systems
Manage application and customer file systems and directories
Analyze spatial data by linking tables and creating queries in ArcGIS
Create printed maps from ArcView and ArcInfo and web enabled maps
Train system users in GIS applications

Training and Experience

A combination of experience and education would qualify for this position. A typical path to qualifying would be a Bachelor's degree from an accredited college or university and three (3) years experience developing and maintaining GIS software applications in a network environment. One (1) year experience in GIS development incorporating relational database integration and at least one (1) year of in a supervisory capacity is highly desirable.

Physical Requirements and Working Conditions

Require vision (which may be corrected) to read small print

Require the mobility to stand, stoop, reach, and bend Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects

Require the ability to stand for long periods

Require the ability to walk long distances

Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds

Is subject to office environmental conditions

License and Certificates

Possession of a valid California Class C driver's license

RE-EVALUATION OF GIS TECHNCIAN DESK AUDIT
REVISED CLASS STUDY AND SALARY SURVEY
(as of 05 12-05)

Attachment 3

GIS Analyst				Salary Survey & Classification Study		
Survey City	Hits	Minimum Monthly Salary	Top Monthly Salary	Classification Title	Match?	Comments
Long Beach		\$2 735	\$3 705	GIS Technician I	No	Duties are restricted to own dept (Public Works Water or Harbor)
		\$3 014	\$4 098	GIS Technician II	No	Duties are restricted to own dept (Public Works Water or Harbor)
		\$3 426	\$4 545	GIS Analyst I	No	Duties are restricted to own dept (Public Works Water or Harbor)
		\$3 609	\$4 905	GIS Analyst II	No	Duties are restricted to own dept (Public Works Water or Harbor)
		\$3 991	\$5 424	GIS Analyst III	No	Duties are restricted to own dept (Public Works Water or Harbor)
	1	\$3,250	\$4,415	Business Systems Specialist I	Yes	Provides support to depts without GIS specific positions Performs application development and data maintenance (check & post data submitted by Provider Dept s including Public Works Water & Harbor May act in lead capacity Note Only 2 of 6 Bus Sys Spec II positions in IT focus on GIS
	2	\$3,593	\$4,884	Business Systems Specialist II	Yes	Provides support to depts without GIS specific positions Performs application development and data maintenance (check & post data submitted by Provider Dept s including Public Works Water & Harbor May act in lead capacity Note Only 2 of 6 Bus Sys Spec II positions in IT focus on GIS
		\$3 973	\$5 406	Business Systems Specialist III	No	No incumbents in this classification
		\$4 396	\$5 987	Business Systems Specialist IV	No	Provides support to Water Dept only
	3	\$4,861	\$6,622	Business Systems Specialist V	Yes	Responsible for day-to day operations Co supervises 4 professional staff members (2 Bus Sys Spec I & 2 Bus Sys Spec II) Performs application development & manages production server Note Only 1 of 11 Bus Sys Spec V positions in IT with a focus on GIS
Santa Monica		\$5 384	\$7 332	Business Systems Specialist VI	No	Serves as GIS Project Mgr The primary responsibility of this position is to ensure effective & efficient migration of data to new platform ESRI (Environmental System Research Institute) to facilitate integration with Oracle databases Co supervises 4 professional staff members (2 Bus Sys Spec I & 2 Bus Sys Spec II) Performs application development Note Only 1 of 8 Bus Sys Spec VI in IT with a focus on GIS
	4	\$5,608	\$6,923	GIS Analyst I	Yes	Designs analyzes and maintains GIS applications & databases Manages GIS related projects and provides training & support to GIS users

ATTACHMENT 3

RE-EVALUATION OF GIS TECHNICIAN DESK AUDIT
REVISED CLASS STUDY AND SALARY SURVEY
(as of 05 12 05)

Attachment 3

GIS Analyst				Salary Survey & Classification Study		
Survey City	Hits	Minimum Monthly Salary	Top Monthly Salary	Classification Title	Match?	Comments
	5	\$6,170	\$7,617	GIS Program Coordinator	Yes	Responsible for administration and coordination of GIS program GIS staff consists of 1 full time temporary person 1 I T Analyst (to be hired in July) and 1 independent contractor on an as needed basis Note 1) Database administration and application development handled by two I T staff members none of which are devoted to the GIS program 100% 2) Other departments update their own GIS data and do their own maintenance since candidates hired into these departments already have GIS experience e g Planners & some Fire Fighters although their classifications do not require it
Pasadena		\$5 447	\$6 808	Information Technology Analyst III	No	Some duties are similar but level of responsibility not equivalent this position supervises several Analysts Note Classification does not require any GIS specific knowledge
Torrance		\$5 928	\$7 203	Systems Analyst	No	GIS program has 2 Systems Analysts one that does applications development and is under the I T Dept s supervision the other one serves as the GIS Coordinator GIS Coordinator responsible for data mapping & maintenance administrative/operation duties (hiring & firing budget planning and Performance evaluations) and supervision of 3 professional level staff members (1 Asst Engineer & 2 Engineering Technician III) and several part-time employees Engineering classifications used in GIS program are also used in other departments (Planning & Public Works) but do not work on GIS Notes Classification does not require any GIS specific knowledge skill or ability
Inglewood				N/A	No	No comparable position
Gardena				N/A	None	Duties performed by contract consultants
Norwalk				N/A	None	Duties performed by contract consultants
Redondo Beach				N/A	None	Duties performed by contract consultants
Burbank					No	No comparable position
Downey					No	No comparable position
Montebello					No	No comparable position
West Hollywood					No	No comparable position

RE-EVALUATION OF GIS TECHNCIAN DESK AUDIT
 REVISED CLASS STUDY AND SALARY SURVEY
 (as of 05-12-05)

Attachment 3

GIS Analyst				Salary Survey & Classification Study		
Survey City	Hits	Minimum Monthly Salary	Top Monthly Salary	Classification Title	Match?	Comments
Culver City		\$4,045	\$4,932	GIS Technician		
		\$23,258	\$30,870			
Salary Average		\$4,652	\$6,174			
Salary Range #		\$26 836	\$35 619			
Salary Grade			494			