

County of Santa Clara
Employee Services Agency
Department of Human Resources

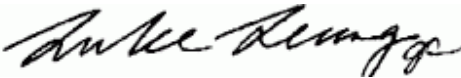


ESA01 011309

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Human Resources Director

DATE: January 13, 2009

TO: Board of Supervisors

FROM: 
Luke Leung
Deputy County Executive

SUBJECT: Approve Job Specification for the New Classification of Geographic Information Systems Analyst and Adopt Related Salary Ordinance Amendment.

RECOMMENDED ACTION

Consider recommendations from Employee Services Agency relating to Information Services Department.

Possible action:

- a. Approve job specification for the new classification of Geographic Information Systems Analyst.
- b. Introduction and preliminary Adoption of Salary Ordinance No. NS-5.09.64 amending Santa Clara County Ordinance No. NS-5.09 relating to the compensation of employees; deleting one Geographic Information Systems Technician II or Geographic Information Systems Technician I position and adding one Geographic Information Systems Analyst position in Information Services Department. (Roll Call Vote to waive reading, Roll Call Vote to adopt).

FISCAL IMPLICATIONS

The recommended actions will result in an increase in General Fund expenditures. The FY 2009 cost to implement this action is approximately \$4,440 and will be absorbed in the current approved budget for Information Services Department, Budget Unit 145. The annualized cost is approximately \$11,544 and will be included in the base (current level) budget for FY 2010.

CONTRACT HISTORY

Not applicable.

REASONS FOR RECOMMENDATION

The proposed Geographic Information Systems (GIS) Analyst classification reflects the concept, duties, employment standards and compensation appropriate for the GIS Technician II position under study in Information Services Department (ISD). It is expected that other departments within the County who provide GIS services may also utilize the classification in the future.

BACKGROUND

Employee Services Agency-Human Resources received an employee-initiated study request during an SEIU Local 715 (now known as SEIU Local 521) Reclassification Window, from one Geographic Information Systems Technician II within ISD.

The Geographic Information Systems Technician II (GIST II) incumbent works in Geographic Information Services (GIS), a unit within the Information Technical Support Services (ITSS) Division. The primary duties of the GIST II classification focus on creating, updating and maintaining the cadastral base map.

Since the County has grown and expanded to provide additional services for its customers, the GIS regional program and services has experienced rapid growth in technical and analytical projects as well as the increased need for staff that possess advanced GIS knowledge, expertise and analytical skills.

The GIS analytical and research endeavors are essential functions for the GIS group to expand their technical resources, knowledge and expertise to meet the dynamic needs and services of their customers. However, because the County does not possess a GIS analyst classification, the analytical and research assignments were initially accomplished by the use of outside contractors.

The GIST II under study possesses significant GIS education and experience and gradually began taking on and performing GIS analytical tasks. As a result, the incumbent's role in GIS has evolved to lead/technical GIS analyst whose responsibilities are comprised of duties that are typical of a more advanced technical specialist, including training and educating GIS Technicians on GIS processes and technical procedures. Additionally, the incumbent performs GIS analytical/research functions for ISD, by identifying, interpreting, and consulting on the GIS needs of County departments and developing GIS methodologies and standards to improve services; by researching and locating from various sources the programming and scripting computer languages available for the geographic information system, and by staying abreast of new technologies to be applied and integrated into GIS projects.

These duties are not consistent with the incumbent's current classification of GIST II where the majority of tasks are focused on creating, updating and maintaining the cadastral base map. In contrast, the majority of the incumbent's

current duties are characteristic of GIS Analyst positions in other organizations.

As a result, the definition, typical tasks and employment standards of the GIST II classification do not adequately describe the responsibilities and duties of this position. The GIST II class specification does not require GIS analytical or research functions which are the major duties performed by the incumbent.

Because there is no existing County classification that appropriately addresses the duties and responsibilities of the GIST II under study, a new classification specification entitled Geographic Information Systems Analyst (GISA) has been developed and includes GIS analytical and research duties. The proposed GISA specification also specifies the required employment standards to perform the duties of the position. In addition, both internal and external salary surveys were conducted. It was found that it is appropriate to compensate the proposed GISA classification at parity with the County's Information Systems Analyst II classification.

SEIU Local 521 concurs with these recommendations.

The Board's current classification policy allows classification studies to be conducted as required by labor agreement. The Reclassification Window was required by agreement with SEIU Local 715 (SEIU Local 521), which meets the Board's policy.

CONSEQUENCES OF NEGATIVE ACTION

The Geographic Information Systems Technician II in ISD under study will not be appropriately classified or compensated.

STEPS FOLLOWING APPROVAL

Upon approval and adoption by the Board, the Clerk of the Board is requested to send Keyboard notification to Mary Ann Barrous at ESA, Human Resources.

ATTACHMENTS

- Geographic Information Systems Analyst Job Specification
- Salary Ordinance No. NS-5.09.64