

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE 4/21/2015	(3) CONTACT/PHONE Tami Douglas-Schatz 781-5959	
(4) SUBJECT Submittal of a resolution creating the new classifications and establish the salary ranges for Geographic Information Systems Analyst I, II, III and Senior Geographic Information Systems Analyst. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve a resolution creating the new classifications and establish the salary ranges for Geographic Information Systems Analyst I, II, III (GIS Analyst) and Senior Geographic Information Systems Analyst (Sr. GIS Analyst).			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT 41,853.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? N/A	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Human Resources / Tami Douglas-Schatz 781-5959

DATE: 4/21/2015

SUBJECT: Submittal of a resolution creating the new classifications and establish the salary ranges for Geographic Information Systems Analyst I, II, III and Senior Geographic Information Systems Analyst. All Districts.

## **RECOMMENDATION**

It is recommended that your Board approve a resolution creating the new classifications and establish the salary ranges for Geographic Information Systems Analyst I, II, III (GIS Analyst) and Senior Geographic Information Systems Analyst (Sr. GIS Analyst).

## **DISCUSSION**

The Human Resources Department (HR) is responsible for creating and maintaining the County's job classification system. The development of the GIS Analyst and Sr. GIS Analyst classes arose from the efforts of the County's GIS Executive Steering Committee (ESC) and the GIS Community of Interest (COI). These groups represented a cross section of County management and staff.

Geographic Information Systems (GIS) are an integrated system of computer hardware, software and trained personnel linking data that is geographically referenced. A common application of this technology is internet mapping applications that provide detailed images as well as access to supporting information. The County's application of GIS technology spans many departments, including the Agriculture Commissioner, Assessor's Office, Health Agency, Information Technology, Public Works, and Planning and Building.

The County's GIS ESC determined that the County should move from its independent and decentralized structure to a more centralized and coordinated model. The establishment of the GIS Analyst I, II, III class series and Senior GIS Analyst classifications is an important step in implementing the new structure. The new class series will bring the existing classifications of Mapping/Graphics Systems Specialists I, II, III, and Cadastral Mapping & Graphics Systems Specialists I, II, III under the single class specification of GIS Analyst I, II, III. Similarly, Mapping and Graphics Systems Supervisor and Cadastral Mapping Systems Supervisor will be replaced by the new Senior GIS Analyst classification. The consolidation of classes will help to ensure consistency in the implementation GIS technology throughout the County. The establishment of the new classes also provide flexibility in job assignments across County departments.

The Civil Service Commission approved the new job specifications in 2014. Subsequent to the Commission's approval, the department representatives and HR worked to coordinate the allocation of the new classes to each department. Members of the GIS COI worked to establish the reporting relationships between the departments, and review other organizational impacts. Human Resources staff met with the incumbents and supervisory staff in the existing classes to determine the appropriate class level, e.g. GIS Analyst I, II or III, in the new classifications. A consolidated Resolution to amend the PAL for each department is anticipated to occur in FY 2015-16. The recommended salary is appropriate for the classification's level of duties, complexity, independence and decision making authority and is consistent with the County's salary setting methodology.

## **OTHER AGENCY INVOLVEMENT**

The County Administrative Office and SLOCEA reviewed the specification and agree with the new classifications. The Civil Service Commission approved the new class series on March 26, 2014. Representatives from the GIS ESC, the GIS COI, the Agriculture Commissioner, Assessor's Office, Information Technology, Planning & Building and Public Works contributed to the development of these classes.

## **FINANCIAL CONSIDERATIONS**

There is no financial impact associated with the approval of these job classifications in the current fiscal year. The financial impact for each department will be presented in a consolidated recommendation in FY 2015-16. The annual estimated impact is \$41,853.

<b>Title</b>	<b>Range</b>	<b>Monthly Salary</b>
Geographic Information Systems Analyst I	2374	\$4,114 - \$5,002
Geographic Information Systems Analyst II	2708	\$4,693 - \$5,704
Geographic Information Systems Analyst III	3088	\$5,352 - \$6,505
Sr. Geographic Information Systems Analyst	3609	\$6,255 - \$7,602

## **RESULTS**

This action will establish new job classifications that accurately describes the duties, responsibilities and minimum qualifications for these positions, thus contributing to a well-governed community.

## **ATTACHMENTS**

1. GIS Analyst Class Series Specification
2. SR GIS Analyst Class Specification
3. GIS Analyst and SR GIS Analyst Salary and PAL Resolution