



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** June 2, 2016

**Staff Contact:** Darren Schulz, Public Works Director

**Agenda Title:** For Possible Action: to approve the reclassification of a GIS Specialist (CCEA T1) position to an Asset Manager - Public Works (Unclassified S2) position. (Darren Schulz, dschulz@carson.org)

**Staff Summary:** The GIS Specialist position is currently vacant. The Board is being asked to reclassify this position to an Asset Manager - Public Works to accommodate the additional responsibilities and complexity that will be asked of this position. Effective July 1, 2016, the Geographic Information System services provided to the City will move forward in a new direction. The current amount budgeted for this position is within the range of the Asset Manager - Public Works; however, the range of the Asset Manager - Public Works is approximately \$30,000 higher, so over time there will be an increase in salary.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

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## **Proposed Motion**

Move to approve reclassification of GIS Specialist (CCEA T1) to Asset Manager - Public Works (Unclassified S2).

## **Board's Strategic Goal**

Sustainable Infrastructure

## **Previous Action**

N/A

## **Background/Issues & Analysis**

The Interlocal Agreement with Douglas County to provide Geographic Information System (GIS) services will expire June 30, 2016. Both parties agreed to not renew the contract. Starting July 1, 2016, Carson City will be working with a private GIS firm to provide services to Carson City. The role of the current GIS Specialist position will be expanded to a more complex position involving asset management with a significantly greater understanding and application of using GIS tools and integrations. The technology of asset management has drastically changed in the last 5 years from 'if it's broken, fix it' to determining with greater precision how much money to spend in maintenance/replacement, at what time, at what location. There are many asset management software solutions and there is not a single one to meet the entirety of our needs. Some are good for treatment plant / industrial usage, some are good for geospatial assets and maintenance data such as pavement and fire hydrants. Through scripting and replication efforts, GIS can be the shared home of this collective data for viewing and analysis. This higher level of responsibility, knowledge and skills are what is required of cutting edge asset management. This will enhance how the users (field maintenance crews and decision makers) see and interact with the GIS maps and integrates asset management practices of the Public Works infrastructure. Moving forward, maps will be dynamic and the interaction and viewing will be done more efficiently using portable devices. Updates and changes will be noted in the field making operations more accurate.



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Asset Manager – Public Works	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Public Works	<b>GRADE:</b>	S2
<b>REPORTS TO:</b>	Real Property Manager	<b>DATE:</b>	May 2016

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### **SUMMARY OF JOB PURPOSE:**

Under general supervision, performs a full range of asset management functions and Geographic Information System (GIS) duties; serves as a system matter expert responsible for analyzing, designing, implementing and improving work flow processes for asset management and GIS tasks; responsible for geodatabase and asset management database creation, assembly and accuracy.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Identify needs for GIS applications including mapping and geodatabase development, maintenance and automation.
- Develop and maintain asset management software.
- Maintain expertise in GIS-related software and technologies.
- Develops routine to complex command scripts using computer programming.
- Create workflow processes to integrate asset management data with GIS.
- Serve as a liaison with GIS and asset management vendors for proper acquisition, installation, operation and maintenance of related resources.
- Determine and execute the appropriate work flow sequence for completing complex tasks.
- Process and digitize data to enter information into GIS.
- Create and modify data files by entering electronically converted data into appropriate databases, geo-databases and enterprise geo-database systems.
- Develop maps in accordance with technical guidelines and division needs.
- Review recorded documentation for right-of-way and zoning and determine if valid transfers or divisions of land have been made; ensure compliance with all appropriate statutes and ordinances.
- Use standard office equipment, including a computer, in the course of work; drive a personal or City motor vehicle to attend meetings and visit off-site City locations.
- Demonstrate courteous and cooperative behavior when interacting with elected officials, clients, visitors and staff; act in a manner that promotes a harmonious and effective workplace environment.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

Bachelor's Degree with major course work in Geography, Cartography, Engineering, GIS, Computer Science or a closely related field; AND one (1) year of technical experience in GIS application and database management; OR an equivalent combination of education, training and experience as determined by Human Resources.

**Required Knowledge and Skills**

Knowledge of:

- Principals of surveying, mapping, global positioning systems and use of aerial photography and satellite imaging.
- Database implementation, management and QA/QC for computerized maintenance management systems.
- Cartographic technology and GIS applications.
- Predictive maintenance programs and condition monitoring for above- and below-ground asset management programs.
- ArcMap and ArcGIS desktop and online tools.
- Computerized data compilation and conversion techniques.
- Computer-aided mapping and graphic techniques.
- Methods of title searching and the principles and practices regarding all property ownership and property transfers.
- Record keeping principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.

Skills in:

- Managing geographic data, spatial analysis and map creation
- Managing asset life cycle data
- Using computer-aided systems to produce maps and related property information
- Maintaining accurate and interrelated database records
- Understanding and following oral and written directions
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Using initiative and independent judgment within established procedural guidelines
- Reading and interpreting surveys, legal descriptions, maps and aerial and ortho photographs
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Preparing clear and well-organized written and oral reports

**SUPERVISION RECEIVED AND EXERCISED:**

**Under General Supervision** - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

**REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:**

- Nevada Driver's license
- GISP certification is desirable

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, ability to use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; hearing and speech to communicate in person or over the telephone; tolerance to exposure to traffic conditions and external environment when traveling from one office to another.

**CONDITIONS OF EMPLOYMENT:**

1. *This classification is considered Unclassified under the provision of Section 2.330(4) of the Carson City Charter. Unclassified employees are “At Will” and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which costs the new employee \$53.50 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov)*

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**“Carson City is an Equal Opportunity Employer”**

See attached job descriptions for GIS Specialist and Asset Manager - Public Works.

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: 101-3012-430-01-01 Engineering

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: Increase in the top end of the salary range will be affected over time. The salary range for the GIS Specialist is \$36,130 - \$54,196. The salary range of the Asset Manager - Public Works is \$58,311- \$87,467. For FY 16, the GIS Specialist was budgeted at \$63,070.

**Alternatives**

Do not approve reclassification.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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(Vote Recorded By)



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	GIS Specialist	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Public Works	<b>GRADE:</b>	T1
<b>REPORTS TO:</b>	City Engineer	<b>DATE:</b>	July 1, 2013

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### **SUMMARY OF JOB PURPOSE:**

Under general supervision, performs technical level work related to data entry and manipulation to create, maintain, display and update a comprehensive geographic information system.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Processes and digitizes data to enter information into the geographic information system.
- Creates and modifies data files by entering electronically converted data into appropriate database, geo-databases and enterprise geo-database systems.
- Produces cadastral maps, plots, graphic simulation, and manuscript data for use by department.
- Reviews recorded documentation for right-of-way, zoning and other City departments and determines if valid transfer or division of land has been made; ensures compliance with all appropriate statutes and ordinances.
- Makes manual and/or visual checks of preliminary data and final products to ensure quality control of all data entering the system.
- Maintains accurate records and documentation of work performed; updates such records as procedures are modified.
- Makes adjustments and performs preventive maintenance on a variety of equipment required for data entry and output production; reports the need for maintenance or repair.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Attends training meetings and upgrades knowledge of GIS system use; applies and documents new techniques as they are implemented.
- Uses standard office equipment, including a computer, in the course of the work; drives a personal or City motor vehicle to attend meetings and visit off-site City locations.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, clients, visitors, and staff; acts in a manner that promotes a harmonious and effective workplace environment.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

Associate's Degree with major course work in geography, GIS or a closely related field; AND one (1) year of technical experience in entering data and producing finished documents using a geographic information system; OR an equivalent combination of education, training and experience as determined by Human Resources.

**Required Knowledge and Skills**

Knowledge of:

- Mapping and graphics procedures and techniques.
- Terminology and concepts of mapping, survey and geographic information systems.
- CoGo tools.
- Digitizing and data manipulation procedures for geographic information systems.
- Computer-aided mapping and graphic techniques.
- Methods of titles searching and the principles and practices regarding all property ownership and property transfers.
- Record keeping principles and practices.
- Engineering and cartographic mathematics.
- Geographic systems hardware, software and applications as utilized by the City.
- Applicable laws, codes and regulations.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.

Skill in:

- Using manual and computer-aided systems to produce maps and related property information.
- Using computer-aided drafting hardware and software.
- Making accurate arithmetic calculations.
- Maintaining accurate records of work performed.
- Understanding and following oral and written directions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Using a sophisticated geographic information system to produce maps and related information.
- Using initiative and independent judgment within established procedural guidelines.
- Reading and interpreting surveys, legal descriptions, maps, aerial and ortho photographs.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.



**SUPERVISION RECEIVED AND EXERCISED:**

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**CONDITIONS OF EMPLOYMENT:**

1. *All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason. Probationary periods may be extended three (3) months by mutual agreement.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$53.50 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov)*

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