



# Agenda Report

**MEETING DATE:** Wednesday, April 21, 2021

**TO:** Personnel Commission

**FROM:** INNOVATION & TECHNOLOGY DIRECTOR BOYES

**SUBJECT:** ADOPTION OF GIS ANALYST I AND II JOB DESCRIPTION AND SALARY

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## **STATEMENT OF ISSUES:**

Recommend to the City Council the approval of the revised job descriptions for the GIS Analyst I and II positions at the following salaries: GIS Analyst I \$36.69- \$49.17/hour (\$6,359.38 - \$8,522.22 per month) GIS Analyst II \$40.77-\$54.63/hour (\$7,066 -\$ 9,469.11 per month).

## **RECOMMENDED ACTION:**

It is recommended that the Personnel Commission approve and recommend to the City Council the authorization of revised job descriptions and salaries for the GIS Analyst I and II positions.

## **DISCUSSION:**

The GIS Analyst I and II positions are technical positions within the Innovation and Technology Department. Applicants must have knowledge of current GIS and IT technologies and trends. The City's current GIS Analyst I and II job descriptions are outdated, well over 10 years old. GIS and IT technology have changed drastically over the last ten years. Our recommendation is to update the GIS Analyst I and II job descriptions to reflect current GIS and IT technology and trends. This position is not currently filled, but there is a vacancy and this updated job descriptions will enable the City to recruit and select experienced and qualified employees.

In addition, we are proposing to set the salary equal to the IT Analyst salaries because they are commensurate with experience and qualifications.

## **FINANCIAL IMPACT:**

The salary revision can be absorbed in the Innovation and Technology's current budget.

## **ATTACHMENTS AND/OR REFERENCES (If any):**

Proposed GIS Analyst I/II job description

Existing GIS Analyst job description