

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

AGENDA DATE: July 8, 2003

To: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Human Resources Director (954) 797-1169

PREPARED BY: Maureen Sealy, Human Resources Analyst

SUBJECT: Resolution adding the class specification of Geographic Information System (GIS) Project Leader.

TITLE OF AGENDA ITEM:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADDING THE CLASS SPECIFICATION FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT LEADER AND ASSIGNING A PAY GRADE OF 516 (\$39,982 - \$53,579) IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

REPORT IN BRIEF:

This resolution provides a new job description and assigns the pay grade of 516 (\$39,982 - \$53,579) for the Geographic Information System (GIS) Project Leader class specification. This class specification is being added to provide the Town with a centralized position to supervise and coordinate all GIS projects and provide Departments with technical recommendations and assistance regarding their GIS initiatives.

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted?	Yes
If no, amount needed:	N/A

What account will funds be appropriated from: Salaries

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s): Resolution, Class Specification (Exhibit A), Salary Analysis Memorandum (Exhibit B).

reso cm07/08/03

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADDING THE CLASS SPECIFICATION FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT LEADER AND ASSIGNING A PAY GRADE OF 516 (\$39,982 - \$53,579) IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie recommends the addition of the class specification for Geographic Information System (GIS) Project Leader; and

WHEREAS, The Town of Davie has evaluated the pay grade and recommends it to be assigned to pay grade 516 (\$39,982 - \$53,579); and

WHEREAS, it is recommended that the Town Council approve the addition of the job classification for Geographic Information System (GIS) Project Leader and the assignment of pay grade 516 (\$39,982 - \$53,579), and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such change.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby authorize the following job classification and salary range adjustment to the Town of Davie classification and compensation plan:

<u>Job Classification</u>	<u>Salary Range Adjustments</u>
Geographic Information System (GIS) Project Leader	516 (\$39,982-\$53,579)

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2003.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2003



CLASS SPECIFICATION

GEOGRAPHIC INFORMATION SYSTEM PROJECT (GIS) LEADER

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory work in the development of inter- and intra-department GIS projects. Coordinates and provides technical recommendations/assistance to all city departmental GIS initiatives and staff. Reports to the Programs Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Organizes and provides analytical mapping.

Addresses complex integration issues and long-term goals for various town-wide GIS projects.

Is responsible for the overall planning, management, and completion of GIS projects and technical implementations, provides technical guidance, and assists in the coding and design of GIS applications.

Assists with the development of a centralized GIS Program for the Town.

Assists Department Heads and staff in defining GIS needs, documenting user requirements, and overseeing the integration of GIS into departmental workflow designs, develops and specifies GIS applications.

Coordinates projects and work schedules in accordance with project requirements and priorities.

Work with the GIS Steering Committee and the Technical Advisory Committee on implementation issues.

Assists with developing a GIS operating policies and procedures.

Oversees ArcIMS server development for Town intranet and public internet use.

Provides training in the use of GIS system and/or ArcIMS server.

Participates in and directs GPS field work.

Works closely with Departments/Divisions of the Town and other local government agencies on GIS standardization.

Exhibit A

Researches and recommends software, hardware, applications and process improvements relating to GIS.

Assists management and staff in defining GIS needs, documenting user requirements and overseeing the integration of GIS into departmental workflow.

Performs GIS technical support, training, consulting, and expertise and leadership to help build staff capacity to access and utilize external and internal GIS, and associated database tools to achieve program goals and objectives.

Performs professional research and analysis work utilizing GIS.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a two (2)-year college in Geography, Planning or a related field, and one (1) year experience with GIS operations using Arcview or ArcInfo; or any combination of training and experience which provides the required skills, knowledge and abilities. Certification in GIS Operations is preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment including computer, copier, survey systems, design equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the work sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving and giving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of reports, letters and memos budget reports, assessment surveys and permits, code regulations, inspections reports, etc. Requires the ability to prepare correspondence, forms, studies, assessments, municipal code development etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in technical and/or professional languages including engineering, legal, construction, and regulatory terminology used within the parameters of the job.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide, utilize decimals and percentages; understand and apply the theories of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires ability to coordinate hands and eyes rapidly and accurately using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the Town Code of ordinances and other applicable ordinances and regulations, or demonstrated ability to acquire same. Has considerable knowledge and understanding of established department policies, procedures, directives and objective, and ability to adjust to changes in same. Has considerable knowledge of investigative methods, procedures and techniques. Has general knowledge of the current literature, trends and developments in the field of code compliance. Has working knowledge of Town geography. Possesses skills necessary to satisfactorily identify code violations in the field, and process violations in accordance with established policies, procedures, directives and objectives. Is able to effectively and efficiently handle code compliance complaints and violations within the framework of established department policies, procedures, directives and objectives. Is able to plan, organize and complete work assignments in situations involving numerous demands and priorities. Is able to exercise independent judgment and initiative in applying standards to a variety of work situations. Is able to express ideas effectively orally and in writing. Is able to establish and maintain effective working relationships with other employees, subordinates, the general public and Town officials, and as otherwise necessitated by work assignments. Is able to exercise considerable tact and firmness in communicating with the public and other staff.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintain effective and efficient output of all duties and responsibilities as described under “Illustrative Examples of Work.”

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the assigned work area. Knows and understands the expectations of the department regarding the activities of the assigned work area and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the assigned work area. Within the constraints of departmental policy, formulates the appropriate strategy and tactics for achieving work objectives. Organizes, arranges and allocates manpower and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the assigned work area.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all departmental matters affecting them and/or of concern to them.

Staffing: Works with department management to recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Assists in the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of departmental goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower resources efficiently and effectively. Coordinates audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of departmental standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet work goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the assigned work area. When a particular policy, procedure or strategy does not appear to be achieving the desired result, informs and interacts with supervisory personnel to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the assigned work area. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of departmental policies regarding the assigned work area. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the department and continually reviews department policies in order to ensure that any changes in philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

TO: Mark Alan

THRU: El pagnier K. Hudson

FROM: Maureen Sealy

DATE: June 9, 2003

SUBJECT: Creation of New Title of Geographic Information System (GIS) Project Leader

Attached is a draft of the specification for the new title of Geographic Information System (GIS) Project Leader with a recommendation for Grade 516 (\$39,982 - \$53,579) in the non-represented pay plan. This recommendation of pay grade 516 (\$39,982 - \$53,579) is based on the following:

- This recommendation provides parity with other positions of similar levels of responsibility, education and skill requirements within the Town. (Lead Operator, Risk Management Coordinator, Chief Landscape Inspector, and Recreation Supervisor)
- This recommendation is competitive with other agencies having similar positions. Please find attached a salary analysis of surrounding agencies having positions of similar levels.

The above findings indicate that the recommended starting salary of \$39,982 far exceeds the minimum salaries for comparable positions with similar qualification requirements of other cities. In addition, the average starting and ending are \$35,947 and \$54,902 respectively. This indicates that the proposed grade and salary is above the average, which ensures internal as well as external equity. As a result, **Grade 516 is recommended for the new position of Geographic Information System (GIS) Project Leader.**

SALARY ANALYSIS
GIS PROEJCT LEADER

CITY	TITLE	MIN. SALARY	MAX. SALARY
Deerfield Beach	GIS Coordinator	\$39,618.00	\$59,426.00
Coconut Creek	GIS Coordinator	\$42,058.00	\$57,138.00
Wellington	GIS/CADD Systems Coordinator	\$39,977.00	\$60,611.00
West Palm Beach	GIS Coordinator	\$40,828.00	\$61,242.00
Boca Raton	GIS Coordinator	\$39,963.00	\$66,686.00
Pembroke Pines	GIS Specialist	\$49,108.00	\$72,155.00
Boynton Beach	GIS Coordinator	\$54,742.00	\$82,113.00
Fort Lauderdale	GIS Coordinator	\$55,682.00	\$78,645.00
Delray Beach	GIS Coordinator	\$44,054.00	\$66,040.00
Palm Beach	GIS Coordinator	\$40,407.00	\$61,922.00
AVERAGES:		\$44,643.70	\$66,597.80

Exhibit B