



Date: March 31, 2021
To: Civil Service Commission
From: Sheree Valdoria, Personnel Analyst
Subject: **REQUEST TO ADOPT NEW CLASSIFICATION AND CLASSIFICATION SPECIFICATION -- GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR**

On March 22, 2021, the Civil Service Commission received a request from the Fred Verdugo, Acting Director of Department of Human Resources to adopt the new classification specification for Geographic Information Systems Supervisor (GIS Supervisor). Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration

- The proposed new classification specification for GIS Supervisor will be used by the Harbor Department. This position is a key supervisory position who will plan, coordinate, and supervise activities and personnel involved in the administration, development, design, and implementation of Geographic Information Systems databases for a variety of municipal, harbor, water, and building projects.
- The proposed new classification for GIS Supervisor includes the following:
 - **Example of Duties section:** This section identifies the range of duties that will be performed for this classification.
 - **Minimum Qualifications section:** Candidates must meet one of the following options to qualify for the position.
 - Bachelor's degree from an accredited college or university with major coursework in Geography, Computer Science, Engineering, Business Administration, Mathematics, Urban/Environmental Planning, Environmental Science, or a related field and a minimum of three years of paid, full-time equivalent experience in the use and administration of Geographic Information Systems, and includes one year in a lead or supervisory capacity.

OR

- Associate's degree from an accredited college in Geography, Computer Science, Engineering, Business Administration, Mathematics, Urban/Environmental Planning, Environmental Science, or a related field and a minimum of five years of paid, full-time equivalent experience in the use and administration of Geographic Information Systems, and includes one year in a lead or supervisory capacity.

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- **Knowledge, Skills and Abilities section:** The knowledge, skills and abilities listed are linked to the example of duties performed by this position.
- Civil Service staff has been in communication with the Harbor and Human Resources Departments, along with the Association of Engineering Employees, regarding the new classification specification for GIS Supervisor. All parties have been notified that this request is on today's agenda.
- Representatives from the Harbor and Human Resources Departments are present to respond to any questions from the Commission.

Date: March 31, 2021

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources For: 

Subject: **NEW CLASSIFICATION SPECIFICATION – GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR**

The Harbor Department has identified a need to create a Geographic Information Systems Supervisor classification and has already taken the necessary steps to have it added to their current Salary Resolution and Salary Schedule.

Human Resources staff worked with Civil Service and Harbor to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Geographic Information Systems Supervisor classification specification.

Should you have any questions regarding this item, please contact Elizabeth Calixtro, Labor Relations Officer at (562) 570-7474.

FV:KC:TH

Attachments

GIS Supervisor Class Specification.

cc: Christina P. Winting, Executive Director, Civil Service
Mario Cordero, Executive Director, Harbor Department
Stacey Lewis, Director of Human Resources, Harbor Department
Dana Anderson, Labor Relations Manager, Human Resources
Elizabeth Calixtro, Labor Relations Officer, Human Resources

DRAFT**TITLE: GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR**

DEFINITION: Under supervision, plans, coordinates, and supervises activities and personnel involved in the administration, research, development, design, plan review, , and implementation of Geographic Information Systems (GIS) databases for a variety of municipal, harbor, water and waste water engineering, and building projects.

EXAMPLES OF DUTIES:

- Provides leadership, direction, and guidance on Geographic Information Systems (GIS) technical strategies and procedures;
- Ensures effective communication of issues and strategies with GIS team and internal divisions and external project stakeholders (e.g. other City of Long Beach departments, utility companies, tenants, Caltrans, Army Corps, NOAA, AAA, etc.);
- Supervises the work of the GIS team including evaluating employee performance and managing work schedules;
- Coordinates special GIS projects related to engineering applications;
- Evaluates and analyzes GIS team issues, prioritizes, and assigns tasks and projects, recommends and implements solutions and reviews the work of staff;
- Develops GIS practices to provide data, services, support, and resources to divisions;
- Develops and adheres to Quality Assurance/Quality Control (QA/QC) standards and procedures for maintenance of GIS data systems;
- Collaborates and coordinates with Information Management staff and managers to support enterprise wide access to GIS databases through standard web browsers;
- Monitors GIS database environment, functionality, and GIS access via standard web browsers;
- Interfaces closely with Information Management staff and managers to support, organize, assess, and test technical needs for GIS database maintenance and engineering applications;
- Responds to emergency conditions, such as water line breaks and sewer sinkholes that may require going out to the field;
- Recommends and participates in solutions to respond to emergency situations by providing map exhibits, summaries, databases, digital files, etc. to decision makers;
- Provide direction and requirements to staff and consultants on GIS databases for water, sewer, and storm drain, electric, communications and other infrastructure related to master plans and engineering studies;
- Prioritizes development of component layers and structure of spatial data;
- Develops and implements GIS policies and procedures necessary for the input, security, maintenance, and reporting of geographic data;
- May review Harbor Development Permits (HDP's) from GIS and engineering point of view;

- Serves as subject matter expert on GIS topics and provides leadership in the deployment of GIS technology for engineering applications and provides advice and information on GIS data maintenance and acquisition issues;
- Identifies training needs and develops training plans for staff and clients;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university with major coursework in Geography, Computer Science, Engineering, Business Administration, Mathematics, Urban/Environmental Planning, Environmental Science, or a related field (**proof required**) -**AND-** a minimum of three years of paid, full-time equivalent experience in the use and administration of Geographic Information Systems, and includes one year in a lead or supervisory capacity.

OR

- Associate's degree from an accredited college in Geography, Computer Science, Engineering, Business Administration, Mathematics, Urban/Environmental Planning, Environmental Science, or a related field (**proof required**) -**AND-** a minimum of five years of paid, full-time equivalent experience in the use and administration of Geographic Information Systems, and includes one year in a lead or supervisory capacity.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of GIS strategies, procedures, and software tools.
- Knowledge (technical) of utilities applicable to GIS system for database maintenance and engineering applications.
- Ability to supervise technicians, analysts, and other positions related to GIS projects and programs.
- Ability to communicate effectively both verbally and in writing;
- Ability to present technical information in a clear and concise manner;
- Ability to work occasional nights, weekends, holidays and overtime as required;
- Ability to obtain a Transportation Worker Identification Credential (TWIC) prior to passing probation.
- A valid motor vehicle operator's license is required

HISTORY:

Approval/Adoption Date: xx/xx/xxxx