



Administrative Report

H.14., File # 22-4669

Meeting Date: 8/16/2022

To: MAYOR AND CITY COUNCIL
From: TED SEMAAN, PUBLIC WORKS DIRECTOR

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2208-063, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA AMENDING THE OFFICIAL BOOK OF CLASSIFICATIONS TO INCLUDE A NEW POSITION OF GIS ANALYST

EXECUTIVE SUMMARY

As part of the City's Fiscal Year 2022-2023 adopted Budget, the City Council approved the upgrade of the GIS Technician position to a GIS Analyst position. In order to fill the position, a class specification for the position of GIS Analyst is required to be included in the Official Book of Class Specifications. The class specification has been reviewed and agreed to by Human Resources and the Redondo Beach Professional and Supervisory Association and is now ready for consideration of approval by the City Council.

BACKGROUND

The City maintains an Official Book of Class Specifications for positions in the service of the City. As recruitments for open positions are initiated, class specifications are included to state the job duties, responsibilities and qualifications. The Official Book of Class Specifications currently does not include a GIS Analyst specification. The inclusion of this new class specification is recommended pursuant to Section 2-3.502 of Article 5 and Section 2-3.603 of Article 6, Chapter 3, Title 2 of the Redondo Beach Municipal Code, which authorizes the Mayor and City Council to set forth from time to time the class titles and specifications for job classifications.

Previously, the Public Works Department was budgeted for a GIS Technician position. The level of work for the position grew steadily over the years and is now more in alignment with a GIS Analyst. The position not only manages the City's GIS system but is frequently tasked with creating databases, such as the sidewalk repair database, that support the goals of the Department. Furthermore, the position is called upon to assist various departments, including the City Manager's Office, Police Department and Community Development Department, with GIS related tasks. Therefore, the Council approved upgrading the GIS Technician position to GIS Analyst as part of the FY 2022-2023 Budget.

Staff has prepared the job classification specification in comparison with the duties, expectations, and requirements of GIS Analyst class specifications from other Cities, and has included the City's standard language and formatting. Prior to filling the GIS Analyst position, the class specification must be approved by City Council and included as part of the City's Official Book of Class Specifications.

COORDINATION

The job classification specification for the GIS Analyst has been coordinated with the Public Works Department, Human Resources Department, and with representatives of the Professional & Supervisory Association.

FISCAL IMPACT

There is no fiscal impact associated with adding the new classification specification to the Official Book of Class Specifications. The GIS Analyst position was approved as part of the FY 2022-23 Budget.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Resolution to Add GIS Analyst Classification Specification
- GIS Analyst Classification Specification