



San Diego County
Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

5e

AGENDA REPORT
 Consent | Action

June 5, 2023

TO: Commissioners

FROM: Keene Simonds, Executive Officer

SUBJECT: **Changes to the Adopted Salary Range for the GIS Analyst Position**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider making changes to the adopted salary range for the GIS Analyst position. The proposed changes would increase the salary range by approximately 8% and marked by raising the maximum annual pay from \$90,501 to \$97,489. The proposed changes purposefully aligns the GIS Analyst to match the Local Governmental Analyst II position and in doing so create compensation harmony between the two positions given their comparable duties in terms of difficulty and complexity. There are no fiscal impacts associated with the proposed changes.

BACKGROUND

GIS Analyst Position

San Diego LAFCO’s job classification for the GIS Analyst position is provided under Rule No. VI and was established in August 2018. The job classification specifies the incumbent provides digital mapping and ancillary information technology services involving work of greater than average difficulty and complexity. A salary range of \$59,346 to \$80,443 was also established at the time of the job classification to match County of San Diego’ own GIS Analyst position. The salary range has been subsequently updated through approved cost-of-living adjustments and presently set at \$64,813 to \$90,5001.

<p>Administration Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619-321-3380 www.sdlafco.org lafco@sdcounty.ca.gov</p>	<p>Chair Jim Desmond County of San Diego</p> <p>Joel Anderson County of San Diego</p> <p>Nora Vargas, Alt. County of San Diego</p>	<p>Kristi Becker City of Solana Beach</p> <p>Dane White City of Escondido</p> <p>John McCann, Alt. City of Chula Vista</p>	<p>Vice Chair Stephen Whitburn City of San Diego</p> <p>Marni von Wilpert, Alt. City of San Diego</p>	<p>Jo MacKenzie Vista Irrigation</p> <p>Barry Willis Alpine Fire Protection</p> <p>David A. Drake, Alt. Rincon del Diablo</p>	<p>Andy Vanderlaan General Public</p> <p>Harry Mathis, Alt. General Public</p>
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DISCUSSION

This item is for San Diego LAFCO to consider proposed changes to the established salary range for the GIS Analyst position. The proposed changes would increase the range by 8% and reset the top from \$90,501 to \$97,489. The proposed changes purposefully aligns the GIS Analyst salary range to match the Local Governmental Analyst II range. Approval would allow greater flexibility to the Executive Officer in recruiting and/or retaining incumbents in the position.

ANALYSIS

The proposed salary range changes to the GIS Analyst position before San Diego LAFCO represents a relatively modest adjustment aimed at helping to recruit and/or retain quality employees within existing organizational norms. Specifically, the proposed changes would align the GIS Analyst to directly match the Local Governmental Analyst II position and in doing so create compensation harmony between the two positions given their comparable duties in terms of difficulty and complexity within the organization. Any associated salary increases accommodated by the proposed changes would be limited to budgeted resources.

RECOMMENDATION

It is recommended San Diego LAFCO approve the proposed changes to the GIS Analyst position salary range as provided in the proceeding section as Alternate One.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

Approve a salary range adjustment for the GIS Analyst position to increase the low/high points to \$61,963 to \$97,489 effective June 5, 2023.

Alternative Two:

Continue the item to the next regular meeting and provide direction to staff for additional information as needed.

Alternative Three:

Take no action.

PROCEDURES

This item has been placed on San Diego LAFCO's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Respectfully



Keene Simonds
Executive Officer

Attachments:

- 1) Current GIS Analyst job description
- 2) Existing salary ranges for all active positions

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**LOCAL AGENCY FORMATION COMMISSION
SAN DIEGO COUNTY**

POSITION SPECIFICATION

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST

Definition

Under general supervision of the Executive Officer the incumbent serves at-will and is expected to perform geographic information system (GIS) work of greater than average difficulty and complexity in the preparation, maintenance, and amendment of a variety of digital maps and to perform other related information technology (IT) work as required.

Typical Tasks

Assigned GIS tasks comprise the majority of work responsibilities and include developing and maintaining databases, reports, and digital mapping. Specific tasks include – but not limited to – creating, organizing, and retrieving GIS data for reporting, analysis, and presentation purposes. Assigned IT tasks include working with the County of San Diego to manage all computers, networks, and related equipment and products. This also includes – but not limited to – coordinating with the County to gain and setup hardware/software/data access for staff and assist with new hardware/software installation and training. Assisting with website updates also applies and includes posting agendas, notices, and reports.

Essential Functions

1. Conducts analysis with GIS software and specified programming language(s).
2. Provides GIS technical services and expertise to LAFCO.
3. Provides production quality maps, data, and services for customers and presentations.
4. Conducts fieldwork to map, survey, and record spatial data with a mobile GIS data logging unit as needed.
5. Assists in the construction of scientific/statistical experiments and analytical computer models to support decision-making.
6. Assists in the preparation of reports detailing the results of these experiments or model outputs
7. Coordinates with the County to gain and setup hardware/software/data access for staff and assist with new hardware/software installation and training.
8. Maintains website and manages content.

Qualifications

Thorough Knowledge of:

- Terminology, symbols, and principles used in developing maps.
- GIS software ESRI ArcGIS Desktop.
- GIS computer equipment, printers, plotters, etc.
- Property legal descriptions, deeds and survey data to prepare search, establish and maintain the accuracy of a variety of maps indicating ownership boundaries and/or construction boundaries; Assessor Parcel Map system, Tax Rate Areas.
- Microsoft Windows and Office software

General Knowledge of:

- Principles of surveying, reproducible graphics, record keeping, GIS and computer systems, data management.
- Media, materials, and techniques of graphic arts.
- Computer hardware, software, systems, networks, printers, and scanners.
- Digital archiving methods and best practices.
- Website design and maintenance.

Skills to:

- Work with a minimum of supervision.
- Detail-oriented and effectively multi-task with deadlines.
- Collaborate and/or coordinate with outside vendors and contractors.

Education/Experience:

Education, training, and/or experience which would clearly demonstrate the possession of the knowledge and skills stated above. Specific requirements follow:

- Undergraduate degree from an accredited college or university in GIS or related field; OR
- Three (3) years of progressively responsible paid GIS experience administering and operating GIS applications using ArcGIS Desktop or Server or similar type software to develop GIS data, digital maps, or other digital displays for spatial analysis.

Licenses or Requirements:

- A valid California driver's license may be required by time of appointment.

Working Conditions

Office environment; exposure to computer screens.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of items weighing up to 40 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, and severity. Prior to appointment, candidates will be subject to a standard background investigation.

Probationary Period

Incumbents appointed to permanent positions in this classification shall serve a probationary period of 12 months.

Established April 4, 1994

Amended April 3, 1995

Comprehensively Updated and re-adopted March 3, 2008

Amended August 6, 2018

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County of San Diego - Human Resources Management System
 SALARY SCHEDULE BY UNION CODE AND JOB CODE

Report ID: SDSALSCH

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 Run Date 08/05/2022
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Job Code	Job Description	Job Short Description
000454	Exec Officer, LAFCO	ExOf LAFCO
Min	Hrly/Bwky Mtly/Ann1	Mid Hrly/Bwky Mtly/Ann1
	69.16 11,987.73	95.92 16,626.13
	5532.80 143,852.80	7673.60 199,513.60
		Max Hrly/Bwky Mtly/Ann1
		122.67 21,262.80
		9813.60 255,153.60

Union Code	Plan/Grade	O/T Elig	Vari Entry	Prob Mos	Ben Pgm
SD1	SD1/003	X	Y	0	SD1

End of Report

County of San Diego - Human Resources Management System
 SALARY SCHEDULE BY JOB CODE DESCRIPTION

Report ID: SDSALSCH

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 Run Date 08/05/2022
 Run Time 12:44:05

Job Code	Job Description	Job Short Description	Union Code	Plan/Grade	O/T Elig	Vari Entry	Prob Mos	Ben Pgm
000453	Asst Executive Officer, LAFCO	AExOfLAFCO	SD2	SD2/010	E	Y	0	MGT
Min	Hrly/Bwky	Mtly/Ann1	Mid	Hrly/Bwky	Mtly/Ann1	Max	Hrly/Bwky	Mtly/Ann1
	50.53	8,758.53		66.55	11,535.33		82.57	14,312.13
	4042.40	105,102.40		5324.00	138,424.00		6605.60	171,745.60
001016	GIS Analyst, LAFCO	GISLAFCO	SD2	SD2/011	E	Y	0	MGT
Min	Hrly/Bwky	Mtly/Ann1	Mid	Hrly/Bwky	Mtly/Ann1	Max	Hrly/Bwky	Mtly/Ann1
	31.16	5,401.07		37.34	6,472.27		43.51	7,541.73
	2492.80	64,812.80		2987.20	77,667.20		3480.80	90,500.80
001001	Local Government Analyst I	LoGovtA1	SD2	SD2/002	E	Y	0	MGT
Min	Hrly/Bwky	Mtly/Ann1	Mid	Hrly/Bwky	Mtly/Ann1	Max	Hrly/Bwky	Mtly/Ann1
	25.15	4,359.33		32.34	5,605.60		39.53	6,851.87
	2012.00	52,312.00		2587.20	67,267.20		3162.40	82,222.40
001000	Local Government Analyst II	LoGovtA2	SD2	SD2/001	E	Y	0	MGT
Min	Hrly/Bwky	Mtly/Ann1	Mid	Hrly/Bwky	Mtly/Ann1	Max	Hrly/Bwky	Mtly/Ann1
	29.79	5,163.60		38.33	6,643.87		46.87	8,124.13
	2383.20	61,963.20		3066.40	79,726.40		3749.60	97,489.60
001010	Local Government Analyst III	LoGovtA3	SD2	SD2/008	E	Y	0	MGT
Min	Hrly/Bwky	Mtly/Ann1	Mid	Hrly/Bwky	Mtly/Ann1	Max	Hrly/Bwky	Mtly/Ann1
	38.78	6,721.87		51.99	9,011.60		65.18	11,297.87
	3102.40	80,662.40		4159.20	108,139.20		5214.40	135,574.40

End of Report

County of San Diego - Human Resources Management System
 SALARY SCHEDULE BY JOB CODE DESCRIPTION

Report ID: SDSALSCH

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Job Code	Job Description	Job Short Description	Union Code	Plan/Grade	O/T Elig	Vari Entry	Prob Mos	Ben Pgm
001015	Admin Aide, LAFCO	AdmALAFCO	SD6	SD6/002	N	Y	0	CNM
Min	Hrly/Bwky	Mtly/Ann1	Mid	Hrly/Bwky	Mtly/Ann1	Max	Hrly/Bwky	Mtly/Ann1
	20.50	3,553.33		26.34	4,565.60		32.19	5,579.60
	1640.00	42,640.00		2107.20	54,787.20		2575.20	66,955.20
001006	Admin Asst - Executive, LAFCO	AAExcLAFCO	SD6	SD6/001	N	Y	0	CNM
Min	Hrly/Bwky	Mtly/Ann1	Mid	Hrly/Bwky	Mtly/Ann1	Max	Hrly/Bwky	Mtly/Ann1
	24.85	4,307.33		32.34	5,605.60		39.84	6,905.60
	1988.00	51,688.00		2587.20	67,267.20		3187.20	82,867.20
001007	Admin Asst - General, LAFCO	AAGenLAFCO	SD6	SD6/004	N	Y	0	CNM
Min	Hrly/Bwky	Mtly/Ann1	Mid	Hrly/Bwky	Mtly/Ann1	Max	Hrly/Bwky	Mtly/Ann1
	23.39	4,054.27		31.36	5,435.73		39.32	6,815.47
	1871.20	48,651.20		2508.80	65,228.80		3145.60	81,785.60
001018	Commission Clerk, LAFCO	CmClkLAFCO	SD6	SD6/005	N	Y	6	CNM
Min	Hrly/Bwky	Mtly/Ann1	Mid	Hrly/Bwky	Mtly/Ann1	Max	Hrly/Bwky	Mtly/Ann1
	27.34	4,738.93		35.57	6,165.47		43.82	7,595.47
	2187.20	56,867.20		2845.60	73,985.60		3505.60	91,145.60

End of Report

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