



SOUTH FEATHER WATER & POWER AGENCY

TO: Board of Directors

FROM: Michael Glaze, General Manager

DATE: December 9, 2009

RE: Amendment of Classification Specification – Information Services Specialist
Agenda Item for 12/22/09 Board of Directors Meeting

The purpose of this item is to revise an existing classification specification (position description) within the Clerical and Support Employees Unit (CSEU) to better fit present Agency needs regarding operation and maintenance of the geographical information system (GIS) database and providing Art Martinez assistance in the area of technical support and systems analysis.

The Information Systems Specialist (ISS) position was created in 2002 to provide IT assistance to Art, as well as to backfill the customer billing and accounting job duties that had been performed by retiring Ethel Scholey. The ISS position was staffed through October 2006, at which time the incumbent was terminated. Since then the ISS position has remained vacant and its billing/accounting responsibilities were spread amongst remaining clerical staff, with a new Clerk/Receptionist hired several months thereafter to pick up the excess work load.

The Agency's GIS database and mapping functions have historically been the responsibility of the Assistant Engineer position, also in the CSEU, previously occupied by Christine Lewis, and then by Alex Brown after Mrs. Lewis moved out of the area. The Assistant Engineer position is now vacant as a result of Mr. Brown's recent promotion to Regulatory Compliance Manager.

The staffing changes over the past three years have left two areas of responsibility unattended: GIS/mapping and IT assistance. Both of these areas are computer oriented and could be handled by one person with the appropriate training and experience. Although I do not have anyone in mind for the job, I would like to modify the ISS position description now to facilitate recruitment of someone shortly after the first of the year who could provide these needed services.

Attached is a proposed amended ISS classification specification, changing the name to "Information Systems Specialist", and with the original billing and accounting responsibilities removed, and the GIS and mapping responsibilities from the Assistant Engineer position added. It also includes my proposal to reduce its compensation range. Given the more focused and technical responsibilities now proposed for

the ISS position, and in comparison with the knowledge, skills and abilities required for the Computer Operator II position (2010 compensation range = \$22.42 - \$33.19), my recommendation is that the 2010 ISS compensation range be adjusted down to midway between Computer Operator I (\$18.68 - \$27.66) and the present ISS range (\$24.59 - \$37.05), resulting in a range of \$21.63 – 32.36.

The 2010 budget includes funding for an Assistant Engineer position (approximately \$98,800). If the amended ISS position can be filled at the beginning rate of the proposed range (\$21.63), the budget impact would be \$67,500 if the new ISS started on January 2. In all likelihood, however, the new ISS will probably not begin working until February or in March.

There are some recruitment opportunities that I am presently reviewing. Christine Lewis, who previously worked for SFWPA as an Assistant Engineer, is presently the lead trainer for a new Geospatial Workforce Training Program through the CSU, Chico Geographic Information Center (GIC). The Program is presently being offered at the Cleantech Innovation Center (old Spectra Physics Building near Oroville Airport). It is funded through the Private Industry Council and is free to selected candidates who are unemployed, or who have had a significant reduction of hours due to the economic downturn. Classes run four days per week for four months and include 120 hours of paid internship beginning halfway through the program. The GIC has selected candidates who also have three or more years of industry experience and would benefit from the addition of GIS skills.

Chris and I have been corresponding about the possibility that one of her “star” students might be suitable for our new ISS position. She advises that she has a couple of students that have IT backgrounds and are “very personable, smart, educated, employable ... well-rounded and can take on responsibility and grow a program.” We are also exploring an 18-month-long program where one of her students is hired and half the salary is paid by the Department of Labor. I’m anticipating that she and I will be meeting about these opportunities within the next two weeks.

The requested action is:

“I move approval of the General Manager’s proposed amendments to the classification specification for the Information Services Specialist position, including change the position name to Information Systems Specialist.”

Exhibit B-11

CLASSIFICATION SPECIFICATION

Job Title: Information Systems Specialist
Division: Administration

General Job Description

Under the direction of the Manager of Information Systems and with a minimum of supervision:

performs a variety of duties related to the mapping of Agency facilities, including the ongoing development and maintenance of the Agency's geographical information system (GIS) and GPS applications;

assists in the development and maintenance of a water distribution model;

works as part of a team in establishing Agency's water distribution system maintenance program;

effectively works as a member of a problem solving team to resolve, within set time schedules, a variety of engineering tasks in support of the Water Division Manager and General Manager.

provides computer hardware technical support for other network users; and,

maintains computer network hardware and software;

Prerequisite Qualifications

Associate's degree (AA) from community college or technical school in: drafting technology; surveying or civil engineering; GIS or equivalent systems; computer science; information systems management; or, equivalent combination of education and experience (three years or more experience preferred).

Ability to successfully pass a background security check.

Ability to accurately type at a minimum speed of 40 words per minute.

Ability to proficiently use, or quickly learn Microsoft Word (word-processing software) and Excel (spreadsheet software).

Valid California driver license and satisfactory driving record.

Basic Work Hours: 8:00 AM to 5:00 PM, Monday through Friday.

Hourly Compensation Range: \$21.63/hr. to \$32.36/hr. (2010).

Essential Job Duties:

1. Task: Operates computer, FAX machine, printers, scanners, digital cameras, document binding machine.

Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Provides assistance and instruction to other staff in the utilization of computer software and hardware.

Physical Demand: Sitting; standing; twisting; walking; kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; talking; listening.

3. Task: Analyzes and troubleshoots computer and communications network and makes corrections, adjustments and repairs to software and hardware.

Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Assists the Manager of Information Systems in wiring, cabling, and component set up.

Physical Demand: Sitting; standing; twisting; walking; crawling; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; working in confined spaces; close vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Coordinates other Agency personnel and assists in the locating of Agency facilities for the purpose of incorporating the facility location data into the Agency GIS.

Physical Demand: Sitting, standing, walking over uneven ground, close and distance vision, speaking, hearing, use of hands to operate locating equipment, driving vehicle.

6. Task: Creates and maintains Agency GIS.

Physical Demand: Sitting, close vision, use of hands to finger, handle, or feel objects, tools or controls.

7. Task: Coordinates other Agency personnel and assists in the development and updating of information related to the GIS.

Physical Demand: Sitting, close vision, speaking, hearing, use of hands to finger, handle, feel objects, tools or controls.

Marginal Job Duties:

1. Task: Assistance of and interaction with customers, vendors, contractors, consultants, etc., in office and by telephone.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.

Environmental Demands:

Outside: Seldom, if never, works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Almost always works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to various colognes/perfumes and fumes/dust from printing cartridges.

Noise/Vibration: None.

Mental Requirements:

Reading: Reads letters, reports, memos, messages, complex financial documents, operating manuals for office equipment.

Writing: Writes reports, letters, memos, messages; fills out forms and documents.

Math: Ability to perform math calculations. Ability to apply concepts such as fractions, percentages, ratios, proportions, and basic statistics to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, posting, etc.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.