City Council Agenda Bill

20058
Bill Number

Subject: Operations Data Assistant reclassification

Summary Statement: A reclassification of the Operations Data Assistant position is needed to bring the compensation in line with the level of duties being assigned. As part of the Data Services group, the position (which is in a standalone classification) supports the GIS- and CMMS-based activities of the Public Works Department. As the City's use of GIS data and technology for daily operations has increased, the duties, responsibilities and minimum qualifications of this position have also increased. The classification remains a standalone class with the major changes being the increase in salary grade. Following negotiations with ASFCME 114, it is proposed that the salary revision be retroactive for the incumbent to January 1, 2013. Council budgetary approval is recommended.

Previous Council Action: None

Fiscal Impact: The reclassification results in an increase in salary grade from Plan B SG 6 to SG 9. The incumbent will move up to step 3 SG 9. The increase in compensation will be retroactive to Janaury 1, 2013. The reclassification increases personnel costs but will not have a signficant impact to the overall 2013 budget.

Funding Source: Public Works-- Street Fund No. 111

Attachments: Budget Ordinance
Original Classification @ SG 6
Revised Classification @ SG 9

Meeting Activity	Meeting Date	Staff Recommendation	Presented By	Time
Consent Agenda	15-Jul-2013	Vote to Approve	Ted Carlson, PW Director	

Council Committee:

Agenda Bill Contact:
Eric Johnston, PW Assistant Director
778-7710

Committee Actions:

Reviewed By	Initials	Date
Ted Carlson, PW Director	*TC*	7/3/13
Brian Henshaw, Budget Mgr.	*BH*	7/8/13
John Carter, Finance Dir. For	*BH*	7/8/13
Legal	*PMR*	7-9-13
Mayor	*KL*	7.9.13

Council Action:

ORDINANCE NO. _____

AN ORDINANCE RELATING TO THE 2013 BUDGET RECLASSIFYING ONE POSITION IN THE PUBLIC WORKS DEPARTMENT, STREET FUND, WHERE NO ADDITIONAL APPROPRIATION OR REALLOCATION OF EXPENDITURES IS REQUIRED.

WHEREAS, the Public Works Supervision and Technology Group, requested a revision of the Operations Data Assistant Classification in order to provide increased support for the City's Geographic Information System and computerized maintenance management system; and,

WHEREAS, Human Resources has completed this revision and recommends allocation of the revised class to a higher salary grade.

NOW, THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:

Effective January 1, 2013 one position of Operations Data Assistant, Plan B Grade 6, in the Public Works Supervision and Technology Group is hereby deleted. Effective January 1, 2013 one position of Operations Data Assistant, Plan B Grade 9, is hereby created. The classification of Operations Data Assistant is hereby removed from Grade 6 in Salary Plan B and placed in Grade 9 of Salary Plan B. There is no additional appropriation or reallocation of expenditures needed as a result of this upgrade, and there is no change in FTEs.

PASSED by the Council this _____ day of _____, 2013.

_____
Council President

APPROVED by me this _____ day of _____, 2013.

_____
Mayor

ATTEST:_____
Finance Director

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City of Bellingham
City Attorney
210 Lottie Street
Bellingham, Washington 98225
360-778-8270

APPROVED AS TO FORM:

_____
Office of the City Attorney

Published:

_____

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City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Operations Data Assistant
DEPARTMENT	Public Works\Operations

UNION:	114
SG:	6
CS:	Yes
FLSA:	Y
EE04CODE:	TE

JOB SUMMARY:

Performs Data Services office and field duties in support of the Division's asset and work management systems. Requires knowledge of utility infrastructure, data management and GIS (Geographical Information System) interpretation. Duties may include coordination, research, collection, inspection, entry, reporting and quality control of data.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from office classification positions by its emphasis on data management, GIS interpretation and Operations support duties.

SUPERVISORY RELATIONSHIP:

Reports to the Data Services Supervisor. Work is assigned and reviewed by the Data Services Supervisor. Employee works under general supervision.

ESSENTIAL FUNCTIONS OF THE JOB:

1.   Performs data entry and processing tasks for the asset and work management systems which includes creating, editing and maintaining asset and work order history records.

2.   Conducts research and data collection tasks for the creation and maintenance of data for the City's infrastructure, work order and GIS systems.

3.   Utilizes geographical systems and multiple database programs as well as hardcopy records to research and respond to customer inquiry and problem solving assistance in regards to printed maps and infrastructure locations and data.

4.   Reviews as-built and project drawings to determine accuracy of records and to perform data management and quality assurance tasks.

5.   Reads and interprets a variety of forms and codes used by the Operations utility divisions.

6.   Interacts and coordinates with City personnel to complete Data Services duties.

7. Generates, records and attaches condition observations and images into infrastructure historical records.

8. Performs routine data management tasks such as creating preventive maintenance work orders, payroll extracts, timesheets and data uploads through multiple systems and interfaced programs.

9. Maintains multiple database and hard copy files and conducts quality control checks.

10. Prepares and prints computer-generated maps and presentations.

ADDITIONAL WORK PERFORMED:

1. Provides technical assistance to Data Services and other Public Works personnel, such as identifying, rating and recording infrastructure data in the field.

2. Provides necessary back-up for daily data processes performed by the Data Services Data Entry Clerk.

3. Performs other related duties as assigned.

KNOWLEDGE AND SKILLS:

- Ability and willingness to learn, understand and follow basic and moderately complex procedures, orders and other technical directions.
- Good skills in oral and written communication with the ability to train others on processes, and the ability to create clear reports and documented procedures.
- Ability to work effectively with multiple software applications in a multi-tasking work environment.
- Basic knowledge of how to read, use and interpret Geographical Information Systems (GIS), other Public Works utility mapping systems, and as-built drawings.
- Ability to troubleshoot, resolve problems and function as part of a team.
- Ability to learn how to accurately read, record, process and maintain detailed computerized and hard copy records.
- Knowledge of how to produce and maintain computer generated maps.
- Knowledge of data management processes with the ability to efficiently operate data entry software and related utility programs.
- Ability to understand coding systems and usage in technical data entry processes.
- Ability to understand content and purpose of source documents, recognize errors and make appropriate corrections.
- Ability to function effectively in an advanced technology environment and contribute to the division's overall mission and goals.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability to maintain a current working knowledge of the technical standards and procedures required for data collection and processing, and system support functions.
- Basic knowledge of Public Works Operations practices, methods and standards.
- Ability to add, subtract, multiply, divide and perform basic statistical and algebraic calculations.

- Ability to file alphabetically and numerically.
- Ability to work with minimal supervision.
- Physical abilities to perform the essential functions of the job

WORKING ENVIRONMENT:

Performs work primarily in an office environment working extensively at a desktop computer. Travel may be required for data collection in the field, where standing or walking for long periods of time may be required. Occasionally lifts and carries items weighing approximately 10 – 15 lbs.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum one (1) year experience in data collection, data entry and data management required.
- Experience or training in utilizing computerized geographical information systems for work processing of data is preferred.
- Experience with public works asset and work management software systems, field inspection techniques and computer data service experience preferred.
- A combination of education and customer service experience that provides the applicant with the required team working skills, along with technical knowledge, skills and abilities will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Satisfactory completion of continuing education studies, workshops, and other training to keep up on procedures, methods, and technology in the maintenance planning software services.

PREPARED BY: Holt Consulting
7/00
Director

REVIEWED BY: _____
Tom Rosenberg, Assistant

Public Works/Operations

D. Baker
L. McGowan-Smith
3/02
D. Baker
L. McGowan-Smith
11/05

REVIEWED BY: _____
Richard E. McKinley
Director, Public Works

COMMISSION ADOPTION: _____ December 14, 2005 _____

CLASS TITLE:	OPERATIONS DATA ASSISTANT	UNION:114
		SG:9
DEPARTMENT:	Public Works/Operations	CS:Y
		FLSA:Y
		EEO4CODE:TE

JOB SUMMARY:

Performs a variety of skilled technical and administrative services in support of the Geographical Information System (GIS), asset and work management systems and business processes for Public Works Operations. Responsible for the input, accuracy and maintenance of data and data control systems. Serves as a departmental resource to the divisions and crews utilizing the GIS and asset and work management systems and develops internal procedures within general guidelines.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from office assistant classifications by its emphasis on data management and specialized technical knowledge and skill required to perform data management functions. Requires comprehensive knowledge of GIS and asset and work management systems as well as familiarity with infrastructure related maintenance programs and replacement strategies to support the data management and reporting needs of the department.

SUPERVISORY RELATIONSHIP:

Reports to the Data Services Manager. May receive technical direction from either the GIS Senior Technician or Systems Analyst I. Work is assigned and reviewed by the Data Services Manager. Employee works independently under general supervision and in accordance with established methods, practices and systems.

ESSENTIAL FUNCTIONS OF THE JOB:

1.   Maintains data within the GIS and asset and work management systems. Coordinates with GIS Senior Technicians and utilizes as-built and project drawings, and hard copy files to interpret, query, analyze, report, problem solve and ensure accuracy and currency of data.

2.   Performs multiple data entry and processing tasks for the asset and work management systems, which include creating, editing and maintaining asset infrastructure records, generation and completion of preventative maintenance work orders, cost entry and distribution, creation of custom and system generated reports, and monitoring work flow and data recording processes for multiple divisions.

3.   Conducts daily data transfers and data uploads of field inspection records. Creates and reviews reports to ensure proper use of coding and completeness of information. Performs record validation tests, troubleshoots and resolves errors or inaccuracies to ensure data integrity and optimum system functionality.

4.   Creates and maintains GIS maps for use by the field crews and supervisors for work flow efficiency.

5. Analyzes water, sewer, storm and street infrastructure historical data within multiple systems and provides reports for management regarding asset condition, work activity performance measures and recommendations for maintenance and replacement needs.

6. Conducts research and provides support in generating statistical reports, preparing presentations and project status reports, provides interpretation and evaluation of records and assists staff in retrieving data from the GIS, asset and work management systems.

7. Develops written internal procedures related to data collection and management, assists with establishing system and work flow standards and provides first level support and training to ensure consistency in field and office procedures, business work flow and system use.

ADDITIONAL WORK PERFORMED:

1. Provides technical assistance to departments and staff in identifying, rating and recording infrastructure data in the field

2. Provides necessary back-up for the pay period timesheet editing, printing and file transfer into the payroll system.

3. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities)

Knowledge of:
-   Basic addition, subtraction, multiplication , division, statistical and algebraic calculations.
-   GIS software tools, with an understanding of mapping and surveying principles, terms, concepts, mapping functions, techniques and procedures.
-   Public Works Operations business practices, systems, methods and standards.

Skill in:
-   Good analytical and problem solving skills.
-   Strong oral and written communication skills to train others on processes and document procedures.
-   Demonstrated skill in using spreadsheets, word processing and database management software.
-   Demonstrated skill in using Crystal, Access and SQL reporting applications.

Ability to:
-   Understand content and purpose of source documents, recognize errors and make appropriate corrections.
-   Function effectively in an advanced technology environment and contribute to the division's overall mission and goals.
-   Collect, compile and analyze information and data and prepare statistical reports.
-   Work effectively with multiple software applications in a multi-tasking work environment.
-   Ability and willingness to learn, understand and follow complex procedures, orders and other technical directions.
    Maintain a current working knowledge of GIS technical standards, and procedures required for data collection and processing, and system support functions.
-   Work as a team, prioritize workload, solve problems and meet deadlines with minimal supervision.
-   Maintain consistent and punctual attendance.
-   Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
-   Physical abilities to perform the essential functions of the job including:

- Frequently operate a computer and read a computer screen or typewritten page;
- Frequently communicate verbally;
- Move between work sites;
- Occasionally lifts and carries objects up to fifteen (15) pounds.

WORKING ENVIRONMENT:

Performs work primarily in an office environment working extensively at a desktop computer. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment. Travel may be required for data collection and training purposes in the field, where standing or walking for long periods of time may be required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years data management, data analysis and report generation experience utilizing Access, Crystal or SQL report writing tools.
- One (1) year experience utilizing GIS technology and ArcMap preferred.
- One (1) year experience in Public Works business data processing and data management including field collections, analysis, and reporting preferred.

OR

- A combination of technical education, experience and skills, which provides the applicant with the required knowledge, skills and abilities will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal conviction and local background check.
- Satisfactory completion of continuing education studies, workshops, and   other training to keep up on procedures, methods, and technology in the maintenance planning software services.

PREPARED BY: Holt Consulting
7/00

REVIEWED BY: _____
Eric Johnston, Assistant Director
Public Works/Operations

REVISED BY: D. Baker
L. McGowan-Smith
3/02
D. Baker
L. McGowan-Smith
11/05
D. Baker
A. Sullivan
5/13

REVIEWED BY: _____
Ted Carlson
Director, Public Works

COMMISSION APPROVAL: _____ June 12, 2013 _____

Operations Data Assistant Classification Specification 5-13