



Contra  
Costa  
County

To: Board of Supervisors  
From: Marc Shorr, Chief Information Officer  
Date: November 1, 2022

Subject: Establish new classification of GIS Analyst (LDVB)

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**RECOMMENDATION(S):**

ADOPT Position Resolution No. 25941 to establish the new classification of Geographic Information Systems Analyst (LDVB) at salary plan and grade ZB5 1003 (\$7,789 - \$9,468) and add one (1) position in the Department of Information Technology.

**FISCAL IMPACT:**

The annual cost for the new position is \$184,704. (100% User Departments)

**BACKGROUND:**

For several years, the Department of Information Technology (DoIT) Geographic Information System (GIS) team has operated under a single GIS Manager and (3) three GIS Technicians, as well as utilizing short-term student internships. Under this model, there are only two positions available for GIS staff: Technician and Manager. The widely

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **11/01/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 1, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Sarah Bunnell,  
925-608-4023

cc: Sarah Bunnell, Sylvia WongTam

acknowledged job positions within the GIS field start with the lowest/journey level: GIS Technician, mid-level: GIS Analyst, and varied high-level positions: Developer, Geographic Information Officer, Manager.

## BACKGROUND: (CONT'D)

A GIS Technician works under the direction of a GIS Analyst and GIS Manager to perform basic tasks that would assist with phases within complex projects. Having a GIS Analyst in a flexibly staffed position with the GIS Technician will give the team more specialized expertise and knowledge to complete the more complex aspects of advanced applications. Having a team made up of only Technician and Manager positions, places more responsibility on the Manager to scope, provide project development and project management. A Manager must fill in that mid-level role in addition to their duties and responsibilities as a manager. An Analyst would provide additional support and interact directly with clients, support both the Manager with analysis and assignment delegation, and lead Technicians throughout project phases while fulfilling advanced analysis skills to the development and implementation of complex projects.

Establishing a flexibly staff GIS Analyst position with the GIS Technician is necessary for County GIS to have the capacity to perform project scoping, development, and management as we anticipate growth of the team and future applications. The position was originally added by the Board of Supervisors as part of the FY 2020-21 Recommended Budget (8-11-20, D.3) but the classification had not yet been created at that time.

## CONSEQUENCE OF NEGATIVE ACTION:

If not approved the Geographic Information Systems Team will not have the appropriate classification structure.

## ATTACHMENTS

AIR 49387\_P300 25941 - Establish GIS Analyst \_11.1.22