



MEMORANDUM

TO: Jay Harrington, County Manager
FROM: Kathy Nelson, Human Resources Director
DATE: September 27, 2022
RE: Request to Hire a GIS Manager at Step 9 of the Pay Scale

Robert Felinczak is requesting to hire Marcus Bodig at Step 9 of the GIS Manager Pay Scale.

Education, certification, and license requirements for this position include:

- Bachelor's degree in geographic information systems (GIS), computer science, geography, or a related field.
- Six years of professional experience designing, operating, and administering GIS databases to meet the needs of business customers.
- Experience working with County assessors, planning, and emergency response departments is desirable.
- Possession of a GIS Professional (GISP) certificate is required.
- Equivalent, professional-level information technology training/certifications may substitute for all or part of the above-required education.

Mr. Bodig's education, licenses, and certifications include:

- Bachelor of Science in Information Technology
- Associates Degree in Civil Drafting
- GIS Professional Certified
- Criminal Justice Information Services, Level 4 Security Awareness Certified
- FEMA NIMS ICS-100 – Introduction to the Incident Command System Training
- FEMA NIMS IS-700 – National Management System Training
- FEMA E930 - Integrated Emergency Management Training
- Arc GIS Enterprise: Administrative Workflows Training
- Arc GIS Enterprise: Configuring a Base Deployment Training
- Arc GIS for Server: Site Configuration and Administration Training

His work experience includes:

- City of Fort Collins, Fort Collins, CO 1986 – Present
 - GIS Manager, June 2013 – Present
 - Interim IT Senior Manager, January 2020 – June 2021
 - Senior GIS Programmer/Analyst, June 2010 – June 2013
 - GIS Programmer/Analyst, December 1994 – June 2010

In order to be considered to be hired above Step 1 a candidate must have a) equivalent experience of two to three years above the minimum requirement to be hired at Step 2, or equivalent experience of three to six years above the minimum requirement to be hired at Step 3; b) additional education above the minimum requirement to hire at Step 2 or Step 3; c) already obtained special training and certificates that are normally required to be obtained within a period of time after employment.

Mr. Bodig meets all of the education and work experience to be hired at Step 9. He is a Certified GIS Professional, has an Associate's Degree in Civil Drafting, a B.S. in Information Technology, and over

28 years of relevant experience. In addition, he has taken multiple courses to advance his knowledge in the area of GIS and FEMA.

I recommend approval of hiring Mr. Bodig at Step 9 of the GIS Manager pay scale and recommend approval to place this on the Commissioners' agenda for their consideration and approval.

County Manager Comments: Approved by Jay Harrington 9-27-2022
