



## **STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of October 8, 2019

**TO:** Members of the City Council

**SUBMITTED BY:** Lori Martin, Administrative Services Director/City Clerk  
David Biggs, City Manager

**SUBJECT:** Request for Reclassification of Cable/Communication Technician to Information Systems Specialist

**RECOMMENDED ACTION:** Adopt a Resolution Approving the Reclassification of Cable Communications Technician to Information Systems Specialist.

**FISCAL IMPACT OF RECOMMENDATION:** The maximum additional cost is \$10,000 annually on a fully-loaded basis resulting from the recommendation to increase this vacant position by one salary grade. However it is likely the new hire will not be placed at the top of the range and therefore the overall costs will be within budgeted funds for this fiscal year.

**DISCUSSION:** City staff conducts reviews of its job classification plan and typically will update classifications as needed based on changes in the organization structure and service delivery needs. A classification and compensation study is currently underway where all job descriptions are being reviewed and updated to ensure they reflect current duties, responsibilities, and qualifications. The study is recommending a re-classification of the Cable/Communication Technician position to Information Systems Specialist. This position is responsible for a wide variety of information systems support duties for the Police Department as well as the audio/video control room in the Council Chambers. Staff is in support of this change as it more accurately reflects the broader scope of information systems support duties performed.

The Cable/Communications Technician position has been vacant since April 2019. The IT Department consists of two positions, the Information Systems Administrator and the Cable/Communications Technician. The Information Systems Administrator has been performing both of the Information Systems positions' duties with some assistance utilizing temporary help from Robert Half Technology. Due to the high volume workload in the Information Technology Department, staff is recommending the proposed change to this classification independent of the classification and compensation study so that staff can immediately recruit for a full time employee to fill the vacancy and eliminate the backlog of projects.

A job description for Information Systems Specialist is attached hereto and if approved would be a non-exempt professional level position represented by the Teamsters Local 315 Union. The

Cable/Communication Technician was assigned to Grade 147 of the Full-Time Salary Schedule and if approved the Information Systems Specialist would have a recommended assignment to Grade 148 of the Full-Time Salary Schedule.

The estimated annual cost, fully loaded assuming family level health insurance benefits are elected, would be \$121,711 at the entry level step. The FY 19-20 budget includes an amount equal to Grade 147, step 6 which likely will result in no additional impact to the FY 19-20 budget assuming an entry level starting wage in Grade 148.

Funding for the position would remain the same as follows:

- Information Systems Administration 75% Fund # 46044306011000
- General Fund – Cable TV 25% Fund # 10044236011000

**ATTACHMENTS:**

1. Resolution
2. Information Systems Specialist Job Description