



## MEMORANDUM

TO: City Council

FROM: Jennifer Gorsuch, Administrative Services Director

RE: Information Services Division position descriptions

March 21, 2016

On the April 4, 2016, regular meeting agenda, there will be resolutions revising position descriptions for two positions within the Information Services Division. Job titles and duties for the existing positions are being revised in order to more accurately represent the position's responsibilities and one of the positions has a proposed change in salary scale.

In 2015, we received budget authority to add another position to the current staffing to meet the growing needs and demands of the City. That position was not filled last year and the new position description is also included in this item, so it may be filled as soon as possible.

The revisions to current positions are as follows:

Information Technology Analyst/Programmer (currently Information Systems Analyst)

This position description has been revised to more accurately reflect the duties and responsibilities of the current position. The salary scale for this position is being adjusted upwards 6% from the current scale based on a review of comparable positions sharing similar skills and responsibilities as the revised position. This is a represented position within the CPEA bargaining unit.

Information Technology Support Specialist (currently Information Systems Technician)

This position description has been revised to more accurately reflect the duties and responsibilities of the current position. This is a represented position within the CPEA bargaining unit.

The new position will be titled Information Technology Network Administrator. This position has been created to ensure that the duties and responsibilities are aligned with both current and future needs. Based on a review of comparable data, the salary scale for this position will be the same as the revised Analyst/Programmer position. This will be a represented position within the CPEA bargaining unit.

The new salary and the proposed revision are included in the current 2016 budget and no budget adjustment is needed.