

DATE SUBMITTED November 21, 2019  
SUBMITTED BY City Manager's Office  
DATE ACTION REQUIRED December 4, 2019

COUNCIL ACTION (x)  
PUBLIC HEARING REQUIRED ( )  
RESOLUTION ( )  
ORDINANCE 1<sup>ST</sup> READING ( )  
ORDINANCE 2<sup>ND</sup> READING ( )  
CITY CLERK'S INITIALS ( *mf* )

### IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: **DISCUSSION/ACTION: CONSIDERATION OF RECLASSIFICATION OF DIRECTOR OF INFORMATION TECHNOLOGY FROM CONTRACT EMPLOYEE TO MSPC COLLECTIVE BARGAINING UNIT.**

- 1. APPROVAL OF RECLASSIFICATION OF THE DIRECTOR OF INFORMATION TECHNOLOGY FROM CONTRACT EMPLOYEE TO RANGE 102

DEPARTMENT INVOLVED: **CITY MANAGER'S OFFICE**

BACKGROUND/SUMMARY:

The Director of Information Technology has requested consideration to be reclassified from Contract Employee Status to the MSPC Collective Bargaining Unit.

FISCAL IMPACT:

F.O. INITIALS *AB*

Total of \$1,154.40 (\$461.76 GF / \$692.64 Enterprise)

STAFF RECOMMENDATION:

MANAGER'S RECOMMENDATION:

MANAGER'S INITIALS *Q*

It is my recommendation to approve the above reclassifications.

MOTION:

SECONDED: APPROVED ( ) REJECTED ( )  
AYES: DISAPPROVED ( ) DEFERRED ( )  
NAYES:  
ABSENT: REFERRED TO:

**CITY OF IMPERIAL  
MSPC SALARY SCHEDULE  
FISCAL YEAR 2019 - 2020**

| <u>RANGE</u> | <u>STEP 1</u> | <u>STEP 2</u> | <u>STEP 3</u> | <u>STEP 4</u> | <u>STEP 5</u> | <u>STEP 6</u> | <u>STEP 7</u> | <u>10 YR<br/>STEP 8</u> |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------------------|
| 69           | 21.49         | 22.56         | 23.69         | 24.87         | 26.12         | 27.42         | 27.99         | 29.39                   |
| 70           | 22.02         | 23.12         | 24.28         | 25.49         | 26.77         | 28.11         | 29.51         | 30.99                   |
| 71           | 22.57         | 23.70         | 24.89         | 26.13         | 27.44         | 28.81         | 30.25         | 31.76                   |
| 72           | 23.14         | 24.29         | 25.51         | 26.78         | 28.12         | 29.53         | 31.01         | 32.56                   |
| 73           | 23.72         | 24.90         | 26.15         | 27.45         | 28.83         | 30.27         | 31.78         | 33.37                   |
| 74           | 24.31         | 25.52         | 26.80         | 28.14         | 29.55         | 31.02         | 32.58         | 34.21                   |
| 75           | 24.92         | 26.16         | 27.47         | 28.84         | 30.29         | 31.80         | 33.39         | 35.06                   |
| 76           | 25.54         | 26.82         | 28.16         | 29.57         | 31.04         | 32.60         | 34.23         | 35.94                   |
| 77           | 26.18         | 27.49         | 28.86         | 30.30         | 31.82         | 33.41         | 35.08         | 36.84                   |
| 78           | 26.83         | 28.17         | 29.58         | 31.06         | 32.62         | 34.25         | 35.96         | 37.76                   |
| 79           | 27.50         | 28.88         | 30.32         | 31.84         | 33.43         | 35.10         | 36.86         | 38.70                   |
| 80           | 28.19         | 29.60         | 31.08         | 32.63         | 34.27         | 35.98         | 37.78         | 39.67                   |
| 81           | 28.90         | 30.34         | 31.86         | 33.45         | 35.12         | 36.88         | 38.72         | 40.66                   |
| 82           | 29.62         | 31.10         | 32.65         | 34.29         | 36.00         | 37.80         | 39.69         | 41.68                   |
| 83           | 30.36         | 31.88         | 33.47         | 35.14         | 36.90         | 38.75         | 40.68         | 42.72                   |
| 84           | 31.12         | 32.67         | 34.31         | 36.02         | 37.82         | 39.71         | 41.70         | 43.79                   |
| 85           | 31.90         | 33.49         | 35.16         | 36.92         | 38.77         | 40.71         | 42.74         | 44.88                   |
| 86           | 32.69         | 34.33         | 36.04         | 37.85         | 39.74         | 41.73         | 43.81         | 46.00                   |
| 87           | 33.51         | 35.19         | 36.94         | 38.79         | 40.73         | 42.77         | 44.91         | 47.15                   |
| 88           | 34.35         | 36.07         | 37.87         | 39.76         | 41.75         | 43.84         | 46.03         | 48.33                   |
| 89           | 35.21         | 36.97         | 38.82         | 40.76         | 42.79         | 44.93         | 47.18         | 49.54                   |
| 90           | 36.09         | 37.89         | 39.79         | 41.77         | 43.86         | 46.06         | 48.36         | 50.78                   |
| 91           | 36.99         | 38.84         | 40.78         | 42.82         | 44.96         | 47.21         | 49.57         | 52.05                   |
| 92           | 37.91         | 39.81         | 41.80         | 43.89         | 46.08         | 48.39         | 50.81         | 53.35                   |
| 93           | 38.86         | 40.80         | 42.84         | 44.99         | 47.24         | 49.60         | 52.08         | 54.68                   |
| 94           | 39.83         | 41.82         | 43.92         | 46.11         | 48.42         | 50.84         | 53.38         | 56.05                   |
| 95           | 40.83         | 42.87         | 45.01         | 47.26         | 49.63         | 52.11         | 54.71         | 57.45                   |
| 96           | 41.85         | 43.94         | 46.14         | 48.45         | 50.87         | 53.41         | 56.08         | 58.89                   |
| 97           | 42.90         | 45.04         | 47.29         | 49.66         | 52.14         | 54.75         | 57.48         | 60.36                   |
| 98           | 43.97         | 46.17         | 48.47         | 50.90         | 53.44         | 56.12         | 58.92         | 61.87                   |
| 99           | 45.07         | 47.32         | 49.69         | 52.17         | 54.78         | 57.52         | 60.39         | 63.41                   |
| 100          | 46.19         | 48.50         | 50.93         | 53.48         | 56.15         | 58.96         | 61.90         | 65.00                   |
| 101          | 47.35         | 49.72         | 52.20         | 54.81         | 57.55         | 60.43         | 63.45         | 66.62                   |
| 102          | 48.53         | 50.96         | 53.51         | 56.18         | 58.99         | 61.94         | 65.04         | 68.29                   |

| <u>POSITION</u>                 | <u>RANGE</u> |
|---------------------------------|--------------|
| Accounting Technician           | 69           |
| Engineer Technician / Inspector | 74           |
| Recreation Coordinator          | 75           |
| Library Supervisor              | 77           |
| Park Supervisor                 | 77           |
| Administrative Analyst          | 78           |
| Human Resources Analyst         | 78           |
| Building Inspector              | 80           |
| Management Analyst              | 80           |
| Library Administrator           | 81           |
| Planner                         | 84           |
| Public Services Foreman         | 85           |
| Wastewater Plant Chief Operator | 85           |
| Water Plant Chief Operator      | 85           |
| Electrician Supervisor          | 90           |
| Human Resources Director        | 96           |
| Finance Manager                 | 98           |
| Police Captain                  | 98           |
| Project Manager                 | 98           |
| Public Services Manager         | 98           |
| Community Services Director     | 101          |
| Finance Director                | 101          |
| Community Development Director  | 102          |
| Public Services Director        | 102          |

2.9% COLA

Council Action on June 19, 2019

Implementation as of 1st payday July 2019

Position Updates on 10/02/19

# CITY OF IMPERIAL

## JOB DESCRIPTION

### INFORMATION TECHNOLOGY DIRECTOR (CONTRACT)

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#### **DEFINITION:**

Under the direction of the City Manager, plan, organize, control and direct information technology operations, services and activities for the City of Imperial information technology department; coordinate and manage the design, programming, implementation and operation of hardware, software, network systems and applications; direct and participate in the installation, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems; supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, control and direct information technology operations, services and activities; coordinate and direct the development and implementation of organization-wide technology plans; analyze and modify activities in response to organizational technology needs and requirements; coordinate services to meet organizational needs, quality standards and timelines.
- Coordinate and direct the design, programming, implementation and operation of hardware, software, network systems and applications; manage technology projects including new applications and system upgrades; direct activities to ensure proper maintenance of databases and operational integrity of organization-wide computer systems.
- Direct and participate in the installation, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems; troubleshoot and diagnose complex technical problems and ensure timely repair.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; ensure employee understanding of established Department policies and procedures; assign employee duties and review work for accuracy, completeness and compliance with established standards and requirements.
- Provide technical expertise, information and assistance to various administrators regarding organizational computer systems, networks and applications; assist in the formulation and development of policies, procedures and programs; recommend organization-wide standards for hardware, software and network systems.
- Provide consultation services to various departments by evaluating computer system alternatives and conducting project planning to meet the special needs of individual department functions, programs and data requirements; analyze the impact and effectiveness of system upgrades.
- Coordinate communications and information between personnel and various outside agencies to ensure proper and efficient acquisition, installation, integration, operation and maintenance of organizational computer systems.
- Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Provide continuous enhancement, application, monitoring and security of network systems and servers; evaluate existing and new technologies for compatibility and potential implementation in the organization.
- Coordinate, develop and implement plans to ensure network availability, web server operations and proper infrastructure to support internet and intranet web projects and meet site availability and performance objectives.
- Operate various office equipment and computer systems, mainframes and peripherals; drive a vehicle to conduct work.

- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel, financial activity and assigned duties.
- Coordinate and manage the development and maintenance of organizational web sites as required; develop and implement project plans to expand web-based applications of various departments.
- Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations to administrators, officials and others concerning organizational technology needs, problems and system development.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination equivalent to: Bachelor's degree in computer science or related field and five (5) years increasingly responsible experience in computer system analysis, programming, operation, maintenance and repairs including two (2) years in a supervisory capacity.

**Licenses and other Requirements:**

- Valid California Class C driver's license.

**Knowledge of:**

- Planning, organization and direction of information technology operations, services and activities.
- Installation, configuration, operation, maintenance and repair of computer hardware, software and network systems.
- Computer hardware systems, software applications and languages utilized by the organization.
- Principles, methods and procedures of operating computers, network systems and peripheral equipment.
- Policies and objectives of assigned program and activities.
- Database structures, on-line applications and system capabilities of organizational computer systems.
- Principles and techniques of structured programming in designated languages.
- Personal computers and operating systems.
- Principles of data management, organization and flow.
- Organizational operations, policies and objectives.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Proper methods of storing equipment, materials and supplies.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

**Ability to:**

- Coordinate and manage the design, programming, implementation and operation of hardware, software, network systems and applications.
- Direct and participate in the installation, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems.
- Supervise and evaluate the performance of assigned personnel.
- Provide consultation services to various departments.
- Utilize a variety of computer applications and operating systems.

- Troubleshoot and diagnose complex technical problems and ensure timely repair.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and deliver oral presentations.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Office environment.
- Driving a vehicle to conduct work.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.