

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 09/26/05		Item Number: <u>C-5</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Systems Application Specialist.			
Contact Person/Dept.: Mary Ortiz		Phone Number: 310-253-5645	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List, Culver City Employees Association on September 7, 2005			
Department Approval: Serena Wright 09/01/05		CAO Approval: Scott Bixby for Jerry Fulwood 9/20/05	
City Controller Approval: N/A			

RECOMMENDATION

That the City Council approve the revised classification specification for Systems Application Specialist.

BACKGROUND

A request was made in November 2004 by the Information Technology Department for Personnel Department staff to audit the Systems Application Specialist position to determine whether this position was functioning within the parameters of the established classification. The desk audit findings concluded that this position was performing duties within the scope of the Systems Application Specialist classification but the classification specification required some revisions, including a class title change that was more appropriate to the industry in which it operates.

At the September 7, 2005 meeting, the Civil Service Commission approved the revisions to the classification specification, including the class title change from Systems Application Specialist position to Enterprise Business Analyst.

DISCUSSION

The unclassified classification specification for Systems Application Specialist was originally established in February 2001 and revised in July 2002 to reflect the operational needs of various departmental needs to support the newly implemented automated financial systems, JD Edwards Financials (JDE).

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When the Systems Application Specialist classification was created, the primary goal was to ensure the day-to-day accuracy and integrity of the information produced by JDE. The essential job duties included utilizing JDE Financials to develop business application plans and reviewing existing and proposed applications; providing analysis for integration of various applications, and to extract primary application data to desktop tools including Microsoft Excel and Access; troubleshooting problems with computer applications and recommending and implementing solutions; and assisting professional staff in the use, maintenance, troubleshooting and development of reports involving JDE Financials, including those related to purchasing, accounts receivable, human resources, and other applications.

This position has continued to evolve since inception to reflect the departmental operational and information technology needs of the various departmental end users. The duties and responsibilities of this position have expanded to include other software applications, in addition to JDE, in the development of business application plans and in the review of existing and proposed applications. The Systems Application Specialist is now primarily responsible for providing project analysis and management for information systems projects, either developing software applications or implementing purchased software products. This is a natural progression for this position after the completion of the initial implementation phase of a new enterprise business system (JDE).

A study of the Systems Application Specialist classification among the Labor Market Cities revealed that this position would be better served by being renamed to Enterprise Business Analyst. This classification title more accurately depicts the nature of the duties and responsibilities and the environment in which they are performed.

FISCAL ANALYSIS

No fiscal impact.

ATTACHMENTS

1. Revised Classification Specification for Systems Application Specialist.
2. Labor Market Survey.

MOTION

That the City Council:

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Approve the revised classification specification for Systems Application Specialist.