

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/09/09		Item Number: <u>C-4</u>	
AGENDA ITEM: 1) Approval of the New Classification Specification for Network Administrator; and 2) Adoption of a Resolution Revising the Salary Schedule and Rescinding Resolution No. 2008-R072.			
Contact Person/Dept.: Serena Wright		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master E-Mail Notification List (03/04/09), Culver City Management Group (03/04/09)			
Department Approval: Serena Wright (03/04/09)		City Attorney Approval: Carol Schwab (by H. Baker) (03/04/09)	
Chief Financial Officer Approval: Jeff Muir (03/04/09)		City Manager Approval: Jerry B. Fulwood (03/04/09)	
<u>RECOMMENDATION</u> Staff recommends the City Council 1) approve the new classification specification for Network Administrator; and 2) adopt a resolution revising the salary schedule and rescinding Resolution No 2008-R072. <u>BACKGROUND</u> During the FY 08-09 budget process, the City Council approved a new position for the Information Technology ("IT") Department. This position would be responsible for ensuring the integrity, maintenance and reliability of the City's computer network. The revised classification specification was approved by the Civil Service Commission at their January 7, 2009 meeting. <u>DISCUSSION</u> The Technical Services Division of IT is responsible for support and maintenance of the City's computing infrastructure, which includes approximately 1377 devices. In the past, IT has relied heavily upon "blended" classifications that were trained to gain experience in a variety of technological disciplines and could address a myriad of technology issues. This strategy kept budget and staffing costs down and appeared to be successful. However, increased internet activity, virus attacks, and online financial transactions have highlighted the need for specialized network security skills and dedicated personnel responsible for the City's network.			

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The Network Administrator will be responsible for developing, implementing, and maintaining the City's network and infrastructure. Duties will include installing and configuring new equipment, including desktop PCs and servers, troubleshooting day to day problems and addressing issues with networked equipment, and evaluating the need for upgrades or replacements of current computer hardware and software solutions.

Training & Experience

The proposed classification requires incumbents to possess six (6) years' experience in a position equivalent to Information Systems Analyst, a Microsoft Certified Systems Engineer and security certifications and various job related knowledge and experience.

Labor Market Cities

A survey of our labor market cities indicate that the proposed classification specification's training, education, and experience requirements are consistent with the labor market.

FISCAL ANALYSIS

The proposed salary is consistent with the labor market. City Council approved the funds for this position in the FY 2008/2009 Adopted Budget at the following salary range:

Range 530 \$6,050 - \$7,385 monthly; \$72,604 to \$88,623 annually

ATTACHMENTS

1. New Classification Specification for Network Administrator
2. Labor Market Survey and Classification Specifications
3. Resolution and Exhibit A
4. Excerpt from minutes of Civil Service Commission Meeting, 01/07/09

MOTION

That the City Council:

1. Approve the new classification specifications for Network Administrator; and

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2. Adopt a resolution revising the salary schedule and rescinding Resolution No 2008-R072.