

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 09/26/05		Item Number: <u>C-4</u>	
AGENDA ITEM: Consideration of a Resolution to Approve the Classification Specification and Salary Plan for Information Systems Analyst, and Rescind Resolution 2003-R066			
Contact Person/Dept.: Mary Ortiz		Phone Number: 310-253-5650	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List and 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: Marlee Chang 9/19/05			

RECOMMENDATION

That the City Council approve the classification specification and salary plan for Information Systems Analyst, and rescind Resolution 2003-R066.

BACKGROUND

A request was made in November 2004 by the Information Technology Department for Personnel Department staff to audit the Microcomputer Analyst position to determine whether the incumbents in this position were functioning within the parameters of the established classification. The desk audit findings concluded that the incumbents were performing duties significantly beyond the scope of the Microcomputer Analyst classification. It was concluded that a new classification be created (Information Systems Analyst), one that reflected the duties and responsibilities now required of the incumbents.

The FY 2005-2006 approved budget included a reclassification of the Microcomputer Analyst position to Information Systems Analyst.

At the September 7, 2005 meeting, the Civil Service Commission approved the classification specification for Information Systems Analyst.

DISCUSSION

The Microcomputer Analyst was originally created in November 1998 and was later revised in September 2001. The subsequent change in duties and responsibilities were related to the growth inherent to information technology.

City of Culver City, California
City Council Agenda Item Report

The Microcomputer Analyst classification was created to develop and support applications written for network and client/server environments, evaluate, install and support microcomputer, network, and web hardware and software, train users and work in a Help Desk environment fielding calls from end users.

The analysis revealed that the duties and responsibilities as well as the minimum requirements for these positions had changed due to changes in technology and departmental operational needs. Due to the incumbents' ability to adjust to these changing needs and acquire the necessary skills and knowledge now inherent with the new information technology requirements, a greater degree of responsibility was given to the incumbents. The incumbents go beyond just providing support for network and web software and hardware; they are now information systems administrators. They are often the point of contact with the product vendors in their area of expertise, serve as a lead or project manager, and assist in determining overall strategic architectural direction for computer related hardware and software.

The analysis of the desk audit findings was then studied in comparison to the classification survey completed in April 2005 confirming that the duties being performed by the incumbents are within the scope of similar type positions found in the labor market. It was concluded that a more appropriate title for this new classification be Information Systems Analyst.

FISCAL ANALYSIS

The salary range for the Information Systems Analyst has been approved at salary range 487 with a top step monthly salary of \$5,960; an annual salary of \$71,527. Funding for this position was approved in the FY 2005-2006 budget.

ATTACHMENTS

1. Resolution and Exhibit A
2. New Classification Specification for Information Systems Analyst
3. Labor Market Survey

MOTION

That the City Council:

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City Council Agenda Item Report

Approve the classification specification and salary plan for Information Systems Analyst, and rescind Resolution 2003-R066.