



# City of Culver City

## Staff Report

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**File #:** 19-605, **Version:** 1

**Item #:** A-1

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**Revised Classification Specification:** Systems Support Manager

**Meeting Date:** December 5, 2018

**Contact Person/Dept:** Ofelia Garcia/Administrative Services

**Phone Number:** (310)253-5640

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**  **Action Item:**  **Attachments:**

**Public Notification:** (Email) Meeting and Agendas - Civil Service Commission (11/29/18); (Email) All City Staff (11/29/18)

**Department Approval:** Serena Wright-Black, Assistant City Manager (11/28/18)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission approve the revised classification specification for Systems Support Manager.

### **BACKGROUND/DISCUSSION**

The Information Technology Department is comprised of three divisions: Information Technology, Graphic Services, and Information Technology - Public Safety.

The Information Technology Department ("IT") provides centralized information processing, telecommunications, and network services to all departments and divisions within the City. In addition, IT provides project management, systems planning, design, and programming support for the enhancement of existing systems, as well as hardware maintenance and training as they serve to increase employee productivity through the use of technology.

The Systems Support Manager classification is currently responsible for all aspects of technical support for public safety systems and software applications.

Earlier this year, the Technical Services Manager retired, giving Information Technology Department management the opportunity to assess the organizational needs of the department. During this

review it was determined that there was significant overlap between the Systems Support Manager and Technical Services Manager classification specifications. With that in mind, it was decided that the Technical Services Manager classification was obsolete and it would provide greater flexibility to capture the outlying duties pertaining to Infrastructure and Software/Systems Operations on the Systems Support Manager classification specification.

These proposed modifications to the classification are a reflection of evolving technology and work responsibilities and tasks that have shifted to accommodate organizational restructuring. Approval of the requested changes will result in the IT Department having two Systems Support Managers - one assigned to oversee Public Safety and Networking and the other overseeing Systems and Software Operations.

### ***Bargaining Unit Representation***

The Culver City Management Group (CCMG) has been provided an opportunity to meet and confer on the revised classification specification for Systems Support Manager.

### **FISCAL ANALYSIS**

There will be no fiscal impact associated with the proposed changes to the classification. Funding for the position is already included within the Department budget.

### **AUTHORITY**

In accordance with Civil Service Rule 3.3(a), the Civil Service Commission shall consider reclassification upon the recommendation of the Administrative Services Director and the affected department head.

### **Civil Service Rule 3.3(a) Processing:**

The establishment of a new classification or a reclassification may be requested by any member of the City Council, Commission, appointing authority or any employee of the City. The request shall be prepared and submitted to the Administrative Services Director and the affected department head, and attached thereto shall be a description of the duties to be performed, and such information or attachments as may be necessary to consider the case. The Administrative Services Director shall review the requested action with the requesting party and make such recommendations to the Commission as the Administrative Services Director deems appropriate.

The Administrative Services Director's recommendations shall be communicated to the originator, the affected appointing authority and employee organization. If any party disagrees with the Human Resources recommendations, such objection may be presented in writing or verbally to the Commission at the time for consideration of the recommendation. The Commission shall make the final decision on the establishment of a new classification or revisions to an existing classification.

**ATTACHMENTS**

1. 2018-12-05 - ATT 1 - Proposed Classification Specification for Systems Support Manager
2. 2018-12-05 - ATT 2 - Final Classification Specification for Systems Support Manager

**MOTION**

That the Civil Service Commission:

1. Approve the Classification Specification for Systems Support Manager.