# City of Culver City

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## Staff Report Details (With Text)

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| **File #:** | 16-112 | **Version:** 1 | **Name:** |
| **Type:** | Minute Order | **Status:** | Action Item |
| **File created:** | 7/29/2016 | **In control:** | CIVIL SERVICE COMMISSION |
| **On agenda:** | 8/3/2016 | **Final action:** | |
| **Title:** | New Classification Specification: Systems Support Manager | | |
| **Sponsors:** | | | |
| **Indexes:** | | | |
| **Code sections:** | | | |
| **Attachments:** | 1. 2016-08-03 - ATT Systems Support Manager.pdf | | |

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|
| 8/3/2016 | 1 | CIVIL SERVICE COMMISSION | | |

**New Classification Specification: Systems Support Manager**

**Meeting Date:** August 3, 2016

**Contact Person/Dept:** Serena Wright/Human Resources Department

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

**Fiscal Impact:** Yes [] No [x]     **General Fund:** Yes [] No []

**Public Hearing:** []     **Action Item:** [x]     **Attachments:** [x]

**Public Notification:** (Email) Culver City Management Group (07/25/16); (Email) Meetings and Agendas (07/29/16)

**Department Approval:** Serena Wright, Director of Administrative Services (07/29/16)

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## RECOMMENDATION

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

## BACKGROUND / DISCUSSION

During the Fiscal Year 2016/2017 budget process, the Information Technology and Police Departments received approval from the City Manager and City Council for a new position that would provide joint technology management support for both departments.

The Information Technology Department is responsible for providing centralized computing/network services to all City departments. Specific support services include, project management, systems development and analysis, database management, hardware maintenance, computer skills training, telecommunications, systems networking, and graphic services.

The Police Department is responsible for providing high level, professional police services to the community. They are focused on enhancing community safety through the deterrence and prevention of crime, apprehension of offenders and public education. The Police Department is comprised of three operating bureaus: Administration and Investigations, Operations, and Traffic.

The proposed Systems Support Manager classification is designed to provide day-to-day supervision and support of information technology activities and projects within the Police Department. It will report directly to the Chief Information Officer, and also work very closely with Police Department management.

During the budget preparation, the Police Chief and Chief Information Officer met with the Human Resources Department to explore the idea of creating a new position that could provide much needed management support for both departments.

From in-car camera and mobile data systems to body-worn cameras and automatic license plate readers, information technology is rapidly changing and enhancing public safety professions and how they operate. This expansion of technology, as well as a need for additional management support, prompted the Police and Information Technology Departments to collaborate on the best way to meet these challenges and determine what resources are needed.

The essential job duties, responsibilities, training, education and experience that are proposed on the Systems Support Manager classification are in line with industry standards as well as aligned internally.

The proposed new classification specification for Systems Support Manager is attached (Attachment 1).


**FISCAL ANALYSIS**

The approved salary range, listed below, is appropriately aligned within the labor market and should allow the City to attract and retain qualified applicants. Appropriate funds have been allocated within the budget.

> Range:      $8,657.42 - $10,567.22 monthly   $103,888.98 - $126,806.68 annually


**ATTACHMENTS**

1.  Revised Classification Specification for Systems Support Manager


**MOTION**

That the Civil Service Commission:

1. Approve the new classification specification for Systems Support Manager.