

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: March 10, 2015

SUBJECT: IT Specialist 2 to IT Specialist 3 (Moyer)

At the request of IT Director Paul Kronberger and Applications Development Manager David Faust, I have studied the position (#4268) of IT Specialist 2, currently occupied by Jeff Moyer, to determine whether it should be recreated as an IT Specialist 3 based on increased responsibilities, including project leadership. After reviewing the position description and meeting with the supervisor and employee, I agree that this position should be recreated as an IT Specialist 3 and the incumbent reallocated to the new level for the reasons outlined in this memo.

The IT Specialist 2 classification describes

...objective level professional work in the development or support of automated management information systems. This work is characterized by the independent application of professional skills in providing standardized developmental or support activities, and/or serving as a contributing member on more diverse team efforts.

The IT Specialist 3 classification describes

...advanced-level professional work in the development or support of automated management information systems. This level is characterized by responsibility for the development and implementation of automated systems and major system components or the development and implementation of support systems and programs, as assigned. Work may involve some leadership responsibility on specific projects, as assigned...

Relevant duties include

Work with customers on the more complex automated applications (e.g., involving some system networking; some diversity of users and user interests; a large number of data elements and procedural considerations; and generally, a large number of variables in design, hardware/software, and potentially conflicting priorities, etc.).

Act as Project Leader on smaller projects and/or components of larger projects. Provide activity schedule; provide technical consultation and training to lower level staff as required.

Contact vendors; evaluate products; actively participate in the request for proposal (RFP) processes; participate in vendor contract negotiations.

The incumbent has worked for the City since September, 2010, and moved to the level of IT Specialist 2 (formerly MIS2) in October, 2012. Mr. Moyer has been on the Applications/Databases team for his entire time with IT. Over time, Mr. Moyer has taken on increasingly complicated assignments, and recently, project leadership responsibilities. For example, with the City's new Enterprise Resource Program (ERP) system, MUNIS, Mr. Moyer has overall leadership for the databases within the system. These databases encompass employee information, vendors, account strings, and all other pieces of data in the system. Mr. Moyer is

responsible for serving as liaison with the external vendor, Tyler Technologies, as well as the City's Finance Department, regarding anything to do with the databases. Mr. Moyer is also the lead on the City's upgrade of the Crystal Reports software, and the transition from Crystal Reports to the SQL Server Reporting Service (SSRS). These projects require Mr. Moyer to work with City agencies using the respective programs to develop a plan for transition during these upgrades and changeovers. Mr. Moyer has to determine user requirements and develop a plan to ensure requirements are met. The need for project leadership on the Applications/Databases team continues to grow such that when these projects are complete in a few years, others will be present for Mr. Moyer to lead. The work described clearly constitutes development and implementation of major system components and project leadership as contemplated at the IT Specialist 3 level. As such, I recommend that Mr. Moyer's position be recreated as an IT Specialist 3 and he be reallocated to the new level.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/08	\$55,560	\$65,931	\$73,840
18/10	\$61,215	\$73,569	\$82,398

cc: Paul Kronberger—IT Director
 David Faust—Applications Development Manager
 Sharon Kauffeld—IT Specialist 4