

TO: Personnel Board

FROM: Otis Harris, Jr., Human Resources Analyst

DATE: 12 May 2023

SUBJECT: Records Management Coordinator 2, Information Technology Division

On October 5, 2022, Information Technology (IT) Director Sarah Edgerton submitted a request to Human Resources for a position study of Records Management Coordinator 2 position #3286 in CG18, Range 6; currently occupied by Leslie Starczewski. This study request is due to the addition of higher level responsibilities for more complex administrative, records management, project management, operations oversight of activities in relation to all City IT enterprise-wide technology programming, management, contracting and coordination with all city agencies. After a review of the updated position description, meetings with the supervisor and employee, and upon a full analysis, I recommend the following for the reasons outlined in this memo:

- Create a new classification of IT Project and Records Management Coordinator in CG18 Range 10;
- Recreate position #3286 into the new classification of IT Project and Records Management Coordinator; and
- Reallocate the employee, L. Starczewski, to the new position.

Upon creation, the position of Records Management Coordinator focused primarily on development and coordination of the City's Records Management program. A review from the classification specification for the Records Management Coordinator describes the work as:

This is professional work relative to the **development and coordination** of the City's records management program and activities. The work involves **providing consultation** to the department records coordinators, managers and department/division heads in **identifying and resolving records management issues, implementing related City and State regulations**, and **coordinating the dissemination and sharing** of information relative to records management. This work is performed under the general supervision of the IT Director and with a high degree of independence and discretion. [emphasis added]

In recent years, many City agencies have increased use of various technology solutions and equipment for more efficient operations and management. The recommended position has been modified to manage tasks to meet the City's IT needs. Those modifications include:

- Security of Operations
- Project & Records Management
- Centralized IT Portfolio Project Management

As City agencies procure and implement more software solutions and technology services, there is an ongoing internal need for technical support, management, development and project leadership of these new services. Such support has been assigned as added responsibilities to existing staff in positions that align with the needed work. Given the Records Management Coordinator position manages the agencies coordination and development of the City's records management program and activities, which includes identifying and resolving records management issues, implementing related City and State regulations, and coordinating the dissemination and sharing of information relative to records management; it was logical to add

project management, budgeting, planning, implementation, and supporting documentation with significant technical and project leadership to the position. This change in responsibilities warrants a new classification of IT Project and Records Management Coordinator described as:

...professional **project management** work leading or supporting complex automated management information systems for the City with an **enterprise-wide focus**. This is professional management work leading IT projects through **budgeting, planning, implementation, and supporting documentation**. This position also **oversees the City's records management program**. This work requires considerable judgment, discretion, and expertise to successfully **implement, manage, and evaluate IT projects and initiatives** at the agency level and is characterized by **significant technical or project leadership** that may include organizing and motivating a project team. Employee will work under general supervision of the IT Director, and operate with considerable independence in meeting established objectives [emphasis added]

If this work is not assigned, information technology business processes and operations, as well as, project management work will not get completed efficiently and effectively to serve other City agencies. The integrity of information systems and business operations to support information technology systems and services would be compromised if projects are not completed in a timely manner.

The reasoning for this salary placement is due to similar work performed by the IT Specialist 3 classification that is in the same Compensation Group and Range as position #3286. The IT Specialist 3 acts as a project leader on components of larger projects, provides consultation and training to lower level staff; contacts vendors, evaluates products, activity participates in the request for proposal processes, participates in vendor contract negotiations; and exercises judgement in the resolution of conflicts relative to scheduling priorities between customers. In addition, the citywide records management responsibility is consistent with several other positions in CG18, Range 10 with responsibility for citywide initiatives, such as the Neighborhood Resources Coordinator, the Sustainability Program Coordinator, and the Disability Rights and Services Coordinator. These positions serve as subject matters experts in their area of specialty and they collaborate with other agencies and external partners in their efforts.

Therefore, I recommend the classification creation of IT Project and Records Management Coordinator in CG18, Range 10. Additionally, I recommend that position #3286 be recreated in the new classification in the Information Technology Department operating budget, and the employee, L. Starczewski, be reallocated to the new position.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 10/16/2022

Compensation Group/Range	2023 Annual Minimum	2023 Annual Maximum	2023 Annual Maximum
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	(Step 1)	(Step 5)	(+12% longevity)
18/06	\$ 62,987.08	\$ 74,162.66	\$ 83,062.20
18/10	\$ 74,162.66	\$ 89,130.08	\$ 99,825.70

cc: Sarah Edgerton – IT Director
Erin Hillson - HR Director