

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: January 12, 2011

SUBJECT: Programming Technician-IT/City Channel

The 2011 budget for Information Technology/City Channel includes a new 0.55 FTE position of “City Channel Programming Technician” in CG20-xx. IT Director Paul Kronberger and City Channel Manager Brad Clark have submitted a position description for the new position (see attached). Upon reviewing the duties and responsibilities assigned to the position, I conclude that this position is appropriately classified as a Program Assistant 1, in CG20-11.

The class specification for a Program Assistant 1 (attached) shows responsibility to

perform a wide variety of administrative, secretarial, and program support functions including such functions as office management; secretarial services to program head and professional staff; programmatic recordkeeping and reporting; performance and/or coordination of specialized program functions; and/or direct involvement in budget development and monitoring

The position at City Channel will have responsibility for a wide variety of administrative and program support functions, including developing and maintaining the City Channel programming schedule, processing payroll for City Channel interns, and updating the City Channel website. This work is all specialized program functions in support of the City Channel, making placement as a Program Assistant 1 appropriate.

We have prepared the necessary Resolution to implement this recommendation

Editor’s Note:

Compensation Group/Range	2011 Annual Minimum (Step 1)	2011 Annual Maximum (Step 5)	2011 Annual Maximum +12% longevity
20/11	\$40,066	\$44,848	\$50,232

cc: Paul Kronberger-Information Technology Director
Brad Clark-City Channel Manager