

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: May 29, 2015

SUBJECT: Information Technology - Program Assistant 1 Position Studies

Information Technology Director Paul Kronberger has requested studies of two Program Assistant 1 positions: #4319, currently vacant, and #760, currently occupied by Ms. Tanya Anderson. Due to a recent resignation and changing needs within the Information Technology Department, Mr. Kronberger is requesting increases to both FTE percentages and a classification change for one of the positions. Based on the position descriptions submitted (see attachments) and multiple interviews with Mr. Kronberger, I recommend the following:

- Recreation of the 0.55 FTE Program Assistant 1 position, #4319, (CG20-11) to a 0.7 FTE City Channel Producer/Director position (CG20-11).
- Recreation of the 0.6 FTE Program Assistant 1 position, #760, (CG20-11) to 1.0 FTE in the same classification.

Position #4319 is housed in the Media Team, or City Channel, and is vacant due to a recent resignation. The resignation has provided the opportunity to evaluate the needs of the Media Team and determine the most effective use of the position. Reorganization, automation and the streamlining of tasks over the past two years have made many of the original duties assigned to this position obsolete. Updated responsibilities have been identified for this position to include the areas of managing media files, data associated with media files, and the Mediasite streaming media system, and serving as a Producer/Director or Production Assistant. These responsibilities are more technical in nature, requiring more technical Knowledge, Skills and Abilities, and are consistent with that of the Producer/Director classification. Assigning production assistant duties will allow the team to use this position for productions rather than using hourly production assistants. The increase in FTE will allow for the fulfillment of the new duties, and make scheduling easier, reduce the amount of time spent training hourly staff members, and potentially reduce the overall number of hours needed for hourly production assistants.

Position #760 was last studied in 2013 and was recreated as a Program Assistant 1 at that time to mainly perform purchasing related functions, payroll processing, and training and program coordination for the Information Technology Department. That need resulted from an increased workload of the Administrative Assistant in terms of records management responsibilities. The workload for purchasing, billings, coordinating personnel transactions and administering software licensing and subscriptions has increased recently as have the records management responsibilities of the Administrative Assistant, resulting in additional need for general administrative support. The increase in FTE to 1.0 will address those increased needs, allow for timely responsiveness to internal and external requests for procurements and ensure compliance with software licensing and citywide subscription services.

As the City Channel Producer/Director classification already exists in the City’s classification scheme, the recreation of position #4319 to a City Channel Producer/Director position within the Information Technology operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending recreation of the 0.55 FTE Program Assistant 1 position, #4319, (CG20-11) to a 0.7 FTE City Channel Producer/Director position in the same compensation group and range, and recreation of the 0.6 FTE Program Assistant 1 position, #760, (CG20-11) to 1.0 FTE, in the same classification, within the Information Technology budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
20/11	\$43,599	\$48,802	\$54,659

cc: Paul Kronberger – Information Technology Director  
 Rich Beadles – IT Technical Services Manager  
 Greg Leifer – Employee and Labor Relations Manager