

TO: Personnel Board
FROM: William Wick, Human Resources Analyst
DATE: September 5, 2023
SUBJECT: IT Specialist 2 - Police

On March 12, 2023, Police Chief Shon Barnes submitted a request to Human Resources for a position study of IT Specialist 2 position #4317 in CG 18, Range 08; currently filled by Michael Yoss. The request recommends movement of Michael Yoss to IT Specialist 3 as part of the career progression outlined in the classification specification for IT Specialist 1-3. After reviewing the updated position description, and having interviewed Michael Yoss and supervisor Police Information Systems Coordinator Tom Dull regarding changes in the position, I recommend that Michael Yoss be moved to the level of IT Specialist 3 for the reasons outlined in this memo.

The classification specification for IT Specialist 2 states:

. . . This classification **may be used in departments outside of the Information Technology Department performing similar functions and may have overlapping focus areas.**

Unless specifically indicated, this **series is structured to provide advancement from IT Specialist 1 to IT Specialist 2 and IT Specialist 2 to IT Specialist 3, as a function of the employee's career development and generally occurs after two years at each level.** Progression to an IT Specialist 4 is not automatic, but rather is dependent upon the incumbent taking on additional duties and responsibilities as well as the needs of the department and is generally accomplished through competition or a position study.

IT Specialist 2

This is **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.** Work is performed under the general supervision of a Principal IT Specialist or other supervisor/manager. [emphasis added]

Michael Yoss was hired as a Management Information Specialist 2 (MIS 2) in June 2014, supporting the various information technology systems and applications used within the Police Department. The MIS 2 classification was retitled to IT Specialist 2 in 2015. Michael regularly serves as lead on various projects and in support of technology within the Police Department; provides project management, assessments, and recommendations for all types and levels of software and hardware technology installations across the department; reviews support requests and assigns tasks to other unit technicians as appropriate; works with other agencies and work units (City IT, City Attorney's Office, etc.) in implementing systems improvements and efficiencies; provides training to department staff on new software and systems; and assists with analysis/assessments, utilization, and strategic planning related to technology needs for both the operational and capital budgets. Additionally, Michael mentors other team members, acts as designee in instances when the Information Systems Coordinator is unavailable, and serves as

one of the Police Department's authorized contacts responsible for approval of official requests for users and permissions through City IT.

The classification specification for IT Specialist 3 defines the work as:

. . . 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 and is performed under the general supervision of a Principal IT Specialist or other supervisor/manager. [emphasis added]

The work described in this memo are examples of higher level duties and responsibilities expected at the IT Specialist 3 level. Because Michael Yoss has frequently performed these higher level duties and responsibilities for more than six months, I recommend position #4317 be recreated as an IT Specialist 3, and the employee be reallocated to the new level.

The necessary resolution has been prepared to implement these recommendations.

Editor's Note:

Effective Date: April 30, 2023

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% Longevity)
18/08	\$69,687.28	\$82,695.34	\$92,618.76
18/10	\$75,645.96	\$90,912.64	\$101,822.24

Cc: Shon Barnes, Police Chief
John Patterson, Assistant Police Chief
Tom Dull, Police Information Systems Coordinator
Michael Yoss, IT Specialist 2
Erin Hillson, Human Resources Director
Emaan Abdel-Halim, HR Services Manager