

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: March 10, 2015

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

At the request of IT Director Paul Kronberger and Applications Development Manager David Faust, I have studied the position (#4073) of IT Specialist 2, currently occupied by Danielle Fossum, 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 June, 2008, and moved to the level of IT Specialist 2 (formerly MIS2) in February, 2010. Ms. Fossum has been on the Web team for her entire time with IT. Ms. Fossum began performing general developer duties, writing some user requirements or completing projects based off requirements she received from her supervisor. Over time, Ms. Fossum has taken on increasingly complicated assignments, and recently, project leadership responsibilities. For example, Ms. Fossum was initially assigned to be the backup to Anjali Goel, an IT Specialist 3 in charge of the City's ePayments system. When Ms. Goel left the City in July,

2012, Ms. Fossum took over leadership of the ePayments system. As lead, Ms. Fossum is the direct contact with US Bank to resolve any payment issues. She also works directly with the City Treasurer's office on the system and also is the liaison with other teams within IT to coordinate work on the system. Ms. Fossum also writes requirements and oversees work performed by her backup on the system. Ms. Fossum has also taken on a leadership role regarding development of several of the applications on the City website, including many of those found in the Department of Planning, Community, and Economic Development. Ms. Fossum has developed the in-house content management system for these sites and worked with individuals in the respective divisions to train them how to update the site. Ms. Fossum spends 20-30% of her time in a project leadership role, coordinating projects, working with departments and vendors, and coordinating resources. Ms. Fossum also fills in when the other IT Specialist 3 on the team is out of the office, serving as lead on his projects in his absence. 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 Ms. Fossum's position be recreated as an IT Specialist 3 and she 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
 Sarah Edgerton—IT Specialist 4