

TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: January 13, 2017

SUBJECT: Production Technician

At the request of Information Technology Director Paul Kronberger, I have evaluated the hourly Event Aide positions within the Information Technology (IT) Media Team to determine whether they are properly classified. These positions are listed in the Administrative Support job family due to the Event Aide class title under which they are currently classified.

These hourly positions currently function under a working title of Production Assistant. Incumbents of these positions work under the supervision of City Channel Producer/Directors and participate in the production of meetings, event coverage, and other videos setting up and operating camera and audio equipment. Because the job responsibilities of these positions are mainly technical in nature, as are those of the City Channel Producer/Directors, it is not appropriate for them to be considered Administrative Support. Placement in the Administrative Support job family creates an unrealistic picture of the workforce demographics within IT.

As there are no changes in the job responsibilities or level of work, no change in the hourly salary is recommended either. Based on a review of the job responsibilities and other positions/classifications within the City IT Media Team, I recommend creating a new hourly classification more appropriately titled Production Technician with placement in CG 16, R 00 at the hourly salary of \$13.30. These positions will be placed in the Technicians job family, consistent with the rest of the Media Team (City Channel) positions.

The necessary resolution to implement this recommendation has been drafted.

cc: Paul Kronberger – Information Technology Director
Herb King – IT Technical Services Manager
Greg Leifer—Employee and Labor Relations Manager