TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: May 19, 2017

SUBJECT: Program Assistant 1, Information Technology

At the request of Information Technology Director Paul Kronberger, I have studied the 1.0 FTE position (#760) of Program Assistant 1 (CG20, Range 11), currently occupied by Amanda Lythjohan, to determine if the position is properly classified based on the current job responsibilities assigned to the position. Based on meetings with Mr. Kronberger and Ms. Lythjohan, and reviews of the position description, the evolution of a similar position within IT, and other classifications within the City, I recommend recreation of position #760 to Program Assistant 2 in CG 17, Range 12 and reallocation of the incumbent to the new position.

Position #760 was recreated from an Assistant Programming Coordinator (CG20, Range 10) position to a Program Assistant 1 (CG20, Range 11) position in 2013. This action was the result of changes in technology which eliminated a significant function (70% of the work) of the position, but was also due to a greater need for administrative support for the Department as a whole. Over the past eight years, the current Administrative Assistant (CG 20, Range 14), position #3286, in IT began assuming responsibilities for citywide records management. The role and responsibilities of records management have gradually increased to where now the Administrative Assistant spends 95% of the time focused on records management job duties. To compensate for those changes, the administrative functions once performed by that position, including purchasing, payroll, budget, personnel, training and travel arrangements, and coordination of the equipment loaner and electronic recycling programs, were reassigned to the Program Assistant and ultimately resulted in an FTE increase of that Program Assistant position from 0.6 to 1.0 in 2015.

In addition to the administrative functions listed above, this position has now taken on responsibility for coordinating contracts for purchase of services and maintenance/support, and confidential personnel items, including FMLA, disability leave/layoff and termination agreements. The position plays an integral role in the budget process for IT, including billings, providing projections and daily updates, and reporting. The position is also relied upon to provide research, coordinate special projects, and act as a liaison with other City agencies and vendors. This position reports directly to the Information Technology Director and is operating as an office manager, ensuring that systems are efficient and effective, and identifying and implementing improvements where they are not.

As with position #3286, which was recreated from a Program Assistant 1 to a Program Assistant 2 in 2008, this position has evolved over time and is now functioning at a higher level and serving as the sole administrative support for IT. In line with the Program Assistant 2 classification, this position is developing operating systems and procedures, and has a greater

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depth of knowledge, independent decision making and coordination of programs. In addition to the higher level of job duties, this position is functioning in a confidential manner and should appropriately move into compensation group 17.

Based on the prior analysis, I recommend recreating the 1.0 FTE Program Assistant 1 position, #760, in CG 20, Range 11 to a 1.0 FTE Program Assistant 2 position in CG 17, Range 12, and reallocating the incumbent to the new position within the Information Technology budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
20/11	$45,543	$50,978	$57,096
17/12	$46,424	$52,541	$58,846

cc: Paul Kronberger – Information Technology Director
         Greg Leifer – Employee and Labor Relations Manager