



Legislation Details (With Text)

**File #:** 21-454  
**Type:** Public Hearing                      **Status:** Agenda Ready  
**File created:** 6/3/2021                      **In control:** Personnel Commission  
**On agenda:** 6/16/2021                      **Final action:**  
**Title:** Creation of Senior Information Technology Manager Job Class Specification  
**Attachments:** 1. Att#1 Senior IT Manager NEW, 2. Att#2 Administrative Services Org Chart

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**SUBMITTED TO: Personnel Commission**

**SUBMITTED BY: John Clark, Interim Director of Administrative Services**

**DATE: June 16, 2021**

**Subject:**  
**Creation of Senior Information Technology Manager Job Class Specification**

The Administrative Services Department is seeking to create the job classification of **Senior Information Technology Manager**.

The Senior Information Technology Manager classification will ensure effective and efficient direction, coordination, and oversight of the Information Services Division of the Administrative Services Department. This position will perform job duties necessary to fulfill the City’s operational goals and objectives. The classification is FLSA exempt - Officials & Administrators and will be represented by the Management Employees’ Organization (MEO).

The pay range recommendation was based upon internal and external classification comparisons, and was approved by the City Council at the November 2, 2021, meeting. The recommended compensation was determined in accordance with Personnel Rule 12-1 Assigning Positions to Appropriate Ranges and Pay Plans.

The Administrative Services Department has created the job classification, and MEO has reviewed the proposed job classification.

**Proposed Job Class Title: Senior Information Technology Manager**  
**Pay Grade: MEO627**

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City’s Classification Plan.

**STAFF RECOMMENDATION:**

**Amend the City's Classification Plan by approving the proposed Senior Information Technology Manager job classification.**

**Attachment(s):**

1. Senior Information Technology Manager Job Class Specification NEW
2. Administrative Services Department Organizational Chart