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Title: REQUEST TO RECLASSIFY ONE POSITION IN THE SYSTEMS ANALYST CLASSIFICATION TO SYSTEMS BUSINESS ANALYST AND ADOPT RESOLUTION 18-011, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A CLASSIFICATION SPECIFICATION FOR SYSTEMS BUSINESS ANALYST (CITY COUNCIL)

Sponsors:

Indexes:

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Attachments: 1. Exhibit No. 1 - Resolution No. 18-011, 2. Exhibit No. 2 - Systems Business Analyst Job Spec

Date	Ver.	Action By	Action	Result
2/6/2018	1	City Council		

Report to Mayor and City Council

Tuesday, February 06, 2018

Consent

SUBJECT:

REQUEST TO RECLASSIFY ONE POSITION IN THE SYSTEMS ANALYST CLASSIFICATION TO SYSTEMS BUSINESS ANALYST AND ADOPT RESOLUTION 18-011, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A CLASSIFICATION SPECIFICATION FOR SYSTEMS BUSINESS ANALYST (CITY COUNCIL)

I. SUMMARY

The City periodically reviews job classifications that no longer fit the job duties and require review with changes in technology and business practices. The recent retirement of the Systems Analyst in the Information Technology Division (ITD) presents the ideal timing to review the classification prior to initiating the recruitment. This report discusses the potential reclassification of the Systems Analyst by establishing a new job classification of System Business Analyst. There is no budget impact to this reclassification as the new position will receive the same compensation.

II. RECOMMENDATION

1. WAIVE further reading and ADOPT Resolution No. 18-011, A RESOLUTION OF

THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO 77-111, BY ADOPTING A CLASSIFICATION SPECIFICATION FOR SYSTEMS BUSINESS ANALYST (Exhibit No. 1)

2. APPROVE the reclassification of the Systems Analyst to Systems Business Analyst.

1.

III. ALTERNATIVES

TAKE any other action deemed appropriate.

IV. BACKGROUND

The City periodically reviews job descriptions with an eye towards changes in job duties and new technology. This is the case with the Systems Analyst in the IT Division. The proposed new classification of System Business Analyst is more in line with the current industry standards and will assist the City in implementing the new Enterprise Resource Planning (ERP) system and other business applications.

The need for the reclassification was previously discussed with the City Council Technology Subcommittee, the Technology Advancement and Innovation Commission and there was general consensus that the position needed to be reclassified. The City Council Technology Subcommittee requested staff to submit the proposed reclassification to City Council. The proposed Systems Business Analyst is necessary to accurately capture, document and compensate staff for the duties being performed and to reclassify the System Analyst to System Business Analyst.

The proposed System Business Analyst job specification (Exhibit No. 2) with a recommended salary range at 158, (\$6,970 - \$8,895) is being presented for approval. The existing Systems Analyst is also at range 158. The position's bargaining unit is the Carson Professionals and Supervisors Association (CPSA). CPSA has reviewed and approved the reclassification of the Systems Analyst to Systems Business Analyst.

In accordance with the City's Municipal Code, classification specifications must be approved by the City Council in order to establish the job title, essential job duties, knowledge, skills and abilities and qualification guidelines that are required for each position. Therefore, due to a recent retirement, a new job classification of Systems Business Analyst is being presented to the City Council for adoption.

Information Technology Division (ITD) continues to evolve daily and must evolve as well (i.e. training, titles functions and accountability). Many ITD staff positions need to be reclassified and brought up to the Industry standard. The current ITD job classification specifications were adopted in 2006, over 10 years ago, and the Technology Industry has completely changed since then.

V. FISCAL IMPACT

No impact

VI. EXHIBITS

1. Resolution No. 18-011. (pgs. 3 - 4)
2. Proposed Systems Business Analyst Job Classification. (pages 5 - 7)

Prepared by: Robert Eggleston, Information Technology Manager