



# CITY OF CARSON

## Legislation Text

File #: 2022-528, Version: 1

### Report to Mayor and City Council

Tuesday, July 05, 2022

Consent

#### **SUBJECT:**

**CONSIDERATION OF RESOLUTION 22-123, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, CREATING A NEW JOB CLASSIFICATION OF DIRECTOR OF INFORMATION TECHNOLOGY & SECURITY AND AMENDING RESOLUTION 19-015 (CITY COUNCIL)**

#### **I. SUMMARY**

As part of the City Manager's proposed reorganization, Human Resources personnel are presenting the job specifications and salary allocations for Director of Information Technology & Security, a new executive management level classification.

#### **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 22-123, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, CREATING A NEW JOB CLASSIFICATION OF DIRECTOR OF INFORMATION TECHNOLOGY & SECURITY AND AMENDING RESOLUTION 19-015".

#### **III. ALTERNATIVES**

TAKE any action necessary.

#### **IV. BACKGROUND**

On May 17th of 2022, Tarik Rahmani, Director of Finance presented the first phase of a city-wide restructuring plan, which included the creation of Director of Information Technology & Security position. This position, which is urgently needed, will oversee and administer the new Information Technology & Security Department. Information Technology was previously a division within the City Manager's Department, but effective concurrently with the proposed resolution (July 1, 2022), is being upgraded to an independent department to be known as the Information Technology & Security Department (pending meet and confer

with impacted bargaining units), thereby providing its director with more flexibility and independence in decision making. A tentative Organizational Chart showing a concept for the potential structure of the new department is attached for the Council's reference as background information (Exhibit No. 3).

The need for such position is based on both City need and market study. Starting with the latter, the former Director of Human Resources & Risk Management conducted a compensation study for selected classifications during the earlier portion of the current fiscal year. The study reflected that the City needed/was missing an independent director to oversee the City's information technology, including network, phone systems and GIS.

As for the former, the City is in urgent need to improve its system technology and network security, given the ever-increasing number of cybersecurity issues facing the City. Additionally, the incumbent will be part of the City's Labor/Employee relations team, as this position will oversee farming confidential information for various use. And a director level position, the incumbent will have the authority to create, update and formalize Standard Management Procedures to help the City's Information Technology & Security Department personnel better respond to the City's growing needs.

As a director-level position, the position will be considered an Unclassified Management Employee, amending Resolution No. 19-015 to that effect, and will be at-will, unrepresented, and FLSA-exempt. As such, meet and confer is not required to establish the position. However, meet and confer may be required with any affected employee organization regarding the impacts of establishment of the position after the fact, and staff has already commenced such a meet and confer process.

The class specification for the position of Director of Information Technology & Security is attached to this report as Exhibit No. 2, and would be Exhibit A to the proposed resolution (Exhibit No. 1).

Additionally, the volume of work undertaken by the current Information Technology Division is above and beyond other divisions. Instead, the volume of work - and the number of internal clients - is within equal perimeters to Human Resources and Finance Departments. This is due to current division staff having to setup phonelines and network access to all current fulltime employees, as well as collaborate with all other departments on variety of tasks (i.e., work with City Clerk in preparing data for PIRs).

Based on internal alignment, Human Resources personnel are recommending that the new classification of Director of Information Technology & Security be allocated to TM Range 304: \$12,492.00 - \$15,942.00/month, to maintain internal alignment with other director level positions. This salary range is reflected in the proposed resolution.

## **V. FISCAL IMPACT**

The proposed new position will require an additional \$210,432.00 annually for salary and benefits.

## VI. EXHIBITS

1. Resolution No. 22-123 (pgs. 3 - 5)
2. Director of Information Technology & Security class specification (Exhibit A to Resolution No. 22-123 (pgs. 6 - 9)
3. Organizational Chart (pg. 10)
4. Proposed Department - Position Change Summary (pg. 11)

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