

**CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATION**

CC: 3C
Amend No. _____

Date Prepared: May 5, 2008

Council Meeting Date: May 20, 2008

TO: Terry Ellis, City Manager

THROUGH: Susan K. Thorpe, Deputy City Manager *SKT*
Carl Swenson, Deputy City Manager
John F. Wenderski, Deputy City Manager
Brent Mattingly, CFO/Finance Director
Jeff Tyne, Budget Director

FROM: Jackie R. Peterson, Interim Human Resources Director *Jackie*

PREPARED BY: Christine Nickel, Human Resources Analyst

SUBJECT: Approve Recommendations of the Personnel Review Committee
Regarding Two New Classifications

RECOMMENDATION:

The City Council by Ordinance #92-22 established the Personnel Review Committee (PRC) to review regarding the appropriateness and financial feasibility of all new position classifications and the placement of classifications within the compensation plan and to make recommendations to the City Council. The Personnel Review Committee (PRC) has reviewed and recommends Council approval of two new classifications:

1. IT Infrastructure Technician
2. Civilian Investigator

**Information Technology Department
Request for a New Classification: IT Infrastructure Technician**

Recommendation:

1. Create a classification title of IT Infrastructure Technician, Grade 36, Range \$51,168 - \$65,449.

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- Consent Agenda
 Carry Over to Date: _____
 Approved
 Unfinished Business (Date heard previous: _____)
 New Business

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

2. Reclassify one (1) Sr. IT Technician, Position Control Number 00000653, to the new classification of IT Infrastructure Technician, Position Control Number 00000653.
3. Place the incumbent in the IT Infrastructure Classification, Position Control Number 00000653 in the new classification of IT Infrastructure Technician.

Analysis

Classification:

Presently there are five (5) Sr. IT Technician positions within the IT Department. The essential functions and position responsibilities performed by one incumbent assigned to one of these positions is significantly disparate from those of the other four so as to warrant the creation of a new classification IT Infrastructure Technician.

Based on an analysis of the Job Description Questionnaire (JDQ) completed by the incumbent, as well as the Job Evaluation Manual (JEM) completed by the IT Operations Manager, it is recommended that the Personnel Review Committee (PRC) approve the creation of the classification of IT Infrastructure Technician.

Following an analysis of the comparable market data and internal job placement, it is also recommended that the new classification of IT Infrastructure Technician be placed in a Grade 36 as a covered position under the AFSCME agreement. This recommended placement is the same salary plan and grade as the existing Sr. IT Technician classification.

Reclassification:

The unique skill set required to perform the essential functions of infrastructure maintenance are represented by the new recommended classification of the IT Infrastructure Technician.

The IT Infrastructure Technician is required to have the following:

1. Three (3) years of experience in data center, MDF, IDF, cabling design.
2. Responsible for the maintenance of new and existing voice and data cabling.

The Sr. IT Technician is required to have the following:

1. Four (4) years of technical support and help desk experience in a multi user, multi platform, client server oriented environment.
2. Responsible for installation, maintenance and repair of computer software, and stand-alone and network hardware

Presently a Sr. IT Technician performs the infrastructure maintenance responsibilities, even though the duties vary significantly from other technicians in the same classification. Because of the disparate nature of the responsibilities there is no interchangeability between roles, and it is clear that these responsibilities represent two separate classifications.

For this reason it is recommended that one (1) Sr. IT Technician position (Position Control Number 00000653) be reclassified as an IT Infrastructure Technician, subject to approval of the creation of this classification. It is also recommended that the incumbent presently assigned to the Sr. IT Technician (Position Control Number 00000653) be transferred to the newly created classification of Infrastructure Technician. The incumbent meets the requirements for performance of the IT Infrastructure Technician responsibilities and has been performing the functions for four (4) years.

Financial Impact

The creation of a new classification of IT Infrastructure Technician is anticipated to have no differential impact on the organization. Upon creation of the new classification of IT Infrastructure Technician, the FTE authorization for Sr. IT Technician will be reduced from five (5) to four (4). The newly created classification is recommended to be placed in the same salary plan and grade as the reallocated Sr. IT Technician position; therefore, resulting in a \$0 net financial impact. There will be no salary or benefit changes for the current incumbent as a result of approval of these recommended changes.

Police Department

Request for New Classification: Civilian Investigator

Recommendation:

1. Create a classification title of Civilian Investigator, Grade 30, Range \$44,117 - \$56,472.

2. Assign one (1) Police Bureau Manager (Position Control Number 00000313) to the new classification of Civilian Investigator.
3. Conduct a recruitment to fill the new classification of Civilian Investigator

Analysis:

Classification:

Presently the essential functions and position responsibilities identified through an analysis of the Job Description Questionnaire (JDQ) and the Job Evaluation Manual (JEM) completed by the Police Bureau Manager are being performed by sworn police detectives. By shifting the more routine responsibilities to the Civilian Investigator, police detectives will be able to handle an increased case load.

The recommended placement of the Civilian Investigator classification in the AFSCME Salary Plan, at a Grade 30 (Range \$44,117-\$56,412) is based on analysis of comparables and a review of similar internal job placement.

Because this position is a new classification there presently is no incumbent in this position. Upon approval, Position Control Number 00000313 will be assigned to the Civilian Investigator Classification. The Position Control Number 00000313 is presently assigned to a vacant Police Bureau Manager position which will be eliminated upon creation of the new classification, reducing the FTE count from four (4) Police Bureau Managers to three (3).

The Civilian Investigator position responsibilities were compared to the Police Investigative Officer position responsibilities to determine if there was significant disparity among the essential functions to warrant a separate classification. Based on this analysis it was determined that the Civilian Investigator must meet the following requirements:

1. High school diploma or equivalent and specialized police operations course work and two years of general police operations experience in a public safety related setting.
2. Provides assistance in investigation of crimes and status offenses involving adults and juveniles.

The Police Investigative Officer is required to have the following:

1. High school diploma or equivalent supplemented by specialized course work in police operations and two years of general police operations experience in a public safety related setting.
2. Provides assistance in investigations of crimes. Acts as a liaison to schools located within the City of Peoria. Assists with counseling of youth attending Peoria schools and develops curriculum and instructs courses as requested.

Financial Impact

The request for creation of the Civilian Investigator classification was originally requested to be funded in the FY09 budget. Due to budget constraints, this request was withdrawn and a recommendation was made to fund the position through the reduction of Police Bureau Managers FTEs from four to three. Presently the Police Bureau Manager position (Position Control Number 00000313) is classified at a Grade 8 in the Control Point (CP) pay plan (\$68,296 - \$93,907).* The estimated savings to the City through the creation of the Civilian Investigator classification and the reduction of the Police Bureau Managers FTEs from 4 to 3 is forecasted to be a net savings of \$29,400 annually in wages and benefits based upon an entry level salary calculation at step one (1) of Grade 30.

* This position is presently being reviewed as part of the Waters Classification and Compensation Study, which is anticipated to have an impact on this salary range. This change is not anticipated to have any significant impact on the net savings to the City.