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Continued Item: No

## Board Agenda Item

TO: Air Pollution Control District Board

FROM: Dave Van Mullem, Air Pollution Control Officer

CONTACT: Kristina Aguilar, Manager, Administrative Division (961-8813)

SUBJECT: Modification to Classification Specification

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### RECOMMENDATION:

- A. Adopt revised class specification entitled Network Technician I/II/III; and
- B. Approve and adopt the attached Resolution which amends the District's Classification and Salary Plan to:
  - 1. Add one (1) Network Technician III position; and
  - 2. Unfund one (1) Network Technician I/II position.

### BACKGROUND:

Periodically the District reviews its organizational structure to ensure we are operating in an efficient and effective manner. At this time we feel it is appropriate to reclassify one class specification, aligning it closer to the work being performed. Attached for your review and consideration is the following class specification: Network Technician I/II/III.

In 2011, the District deleted two Data Processing Specialists in the IT Department and replaced them with one Network Technician I/II. The Network Technician is now working at an advanced journey level with minimum supervision. The District conducted an audit of tasks/duties substantiating that the duties being performed are, in fact, at a level III of the Network Technician classification series.

## **DISCUSSION:**

### **➤ *Attachment A – Network Technician I/II/III***

Currently, the Network Technician job class is a flex I/II position. The Network Technician I position is the entry and training class of the series. Incumbents work under immediate supervision while performing routine and less complex computer and hardware support assignments, which become increasingly complex over time and require less supervision as additional skills and abilities are acquired. The Network Technician II is the fully experienced journey level class of the series, which requires performance of more difficult tasks requiring a working knowledge of information systems, computer hardware, and specialized software applications. Incumbents identify, evaluate, and recommend changes and additions to computer systems using a substantial knowledge of network system technologies, methods, and District operations.

Most other job classes at the District consist of a flex I/II and promotion III position. After evaluating our IT needs, as well as to promote consistency within the District, we are proposing the addition of a Network Technician III position, which will be the advanced journey level classification in the series and will work with minimal supervision, and may be either a lead worker or supervise a project. The Network Technician III will be responsible for a wide range of tasks and assume greater responsibility for functions at an advanced level in the areas of planning and implementing a variety of software upgrades including but not limited to Microsoft Office products, Operating System, and Adobe products; installing, upgrading and providing proactive maintenance of District computer equipment including network servers, computers, printers, scanners, and other related hardware; performing tape back-up duties for network servers including setting and testing backup job scripts, examining logs for errors and documenting in-house procedures; participating in the planning, installation, and deployment of new servers and related application software.

### **➤ *Attachment B – Resolution to amend the Classification and Salary Plan***

At this time the District has one Network Technician I/II employee that will be reclassified as a Network Technician III once the position is established. Therefore, the attached resolution reflects an addition of one (1) Network Technician III position and unfunding of one (1) Network Technician I/II. Since the range of tasks performed by the Network Technician role is covered by just one job class, this action will give the District more flexibility to respond to shifting workloads should the unfunded I/II position be needed in the future.

## **FISCAL IMPACT:**

The proposed revised class specification will have a monthly salary range of \$6,057 - \$7,362 (range #6454 of the District's salary range table). The cost to implement the salary for the Network Technician III for the remainder of the 2015/2016 fiscal year is approximately \$3,335. The funding will come from normal salary savings that occur due to staff turnover or employees out on extended leaves of absence with reduced pay. The cost to maintain the increase will be included in subsequent annual budgets.

## **ATTACHMENTS (2):**

- A – Class Specification – Network Technician I/II/III
- B – Resolution to amend the Classification and Salary Plan