

Capitola City Council

Agenda Report



Meeting: January 13, 2022

From: City Manager Department

Subject: Revised Information Technology Specialist Job Description

Recommended Action: 1) Authorize the City Manager to Sign Side Letter with Confidential Employees Group; and 2) Approve Amended Information Systems Specialist Job Description

Background: The City of Capitola Information Systems Specialist position is currently a Fair Labor Standards Act (FLSA) exempt position filled at 40-hours/week. The employee incumbent in this position has requested that she be able to work less than 40-hours/week. To make this adjustment, staff proposes the position be classified as hourly FLSA Non-Exempt.

Discussion: The Information Systems Specialist position provides technical support, configuration, and management of technology resources. The City plans to use contract support to minimize the impact of the proposed reduction of hours. The City has moved many of its applications to the cloud which makes remote support easier than in the past.

Fiscal Impact: No anticipated fiscal impact

Attachments:

1. Side Letter with Confidential Employees
2. Amended Information Systems Specialist Job Description

Report Prepared By: Larry Laurent, Assistant to the City Manager

Reviewed By: Chloé Woodmansee, City Clerk; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager