



STAFF REPORT
11/10/2021

TO: Honorable Mayor and City Council Members

FROM: Nathan Statham, Finance Director

SUBJECT: Resolution 2021-65 Approving the Creation and Funding for a Full-Time Information Technology (IT) Technician

STAFF RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 2021-65 approving the creation of and funding for a full-time IT Technician position.

BACKGROUND:

Due to the upcoming retirement of the IT Manager in December 2021, staff has evaluated the needs of the department and is recommending a new technician level position. The intent is to create some overlap with the outgoing IT Manager for training purposes. This approach is based on needs expressed by City departments for increased day-to-day support for routine software and hardware issues. The IT Division has faced service constraints inherent in only having one staff person. This position will allow for a person dedicated to end user support for City departments while the IT Manager focuses on back bone IT and application administration functions.

The Information Technology Technician position falls under the Sanitary and Miscellaneous Employee group and would report to the Finance Director. This position would be added to the existing Salary Schedule, with a Pay Grade of \$61,204.10 to \$78,146.64 annually.

FISCAL IMPACT:

Funding for this position anticipates that the current Information Technology Manager position will remain temporarily unfilled. The Finance Department plans to evaluate the workload of the IT Division prior to re-filling the IT Manager position. Approval of this position would add \$43,000 to the salary and benefits expenses of the Finance Department's current operating budget. \$30,960 would be allocated to the Finance Department salaries and benefits operating budget and \$12,040 would be allocated to the water (178) and sanitary (361) funds through overhead allocations.

ALTERNATIVES:

1. Proceed with staff's recommendation to adopt Resolution No. 2021-65 approving the creation and funding for a full-time Information Technology Technician position.
2. Direct staff to enter into a consulting services agreement to outsource all aspects of the Information Technology Division.

ATTACHMENTS

Resolution 2021-65
IT Technician Job Description