



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

**AGENDA DATE:** December 13, 2023

**AGENDA ITEM:** Consider a motion to approve the Information Systems Analyst (Systems Emphasis) and Information Systems Manager job descriptions and authorize the internal posting, and external advertisement, if needed.

**PREPARED BY:** Chery Pierzina, Human Resources Officer.

---

## **BACKGROUND:**

As part of our continued effort to collaborate and save costs, Grand Rapids Public Utilities (GRPU) and the City of Grand Rapids have been discussing forming a shared Information Systems (IS) Department for the past several months. The newly-formed IS Department will provide services to both the GRPU and the City of Grand Rapids. General Manager Julie Kennedy provided background information on this collaboration during her May 10, 2023 Department Head presentation to the GRPUC and the first position for this Department was posted in mid-November.

The shared services model for an IS Department does not create new positions for either agency, but rather brings together employees working in IS that are currently under separate departments. Having one department for these employees will help better manage the multiple projects going on at the two agencies.

The IS Department is co-funded by GRPU and the City, similar to the shared funding of Human Resources and IT staff. Whereas Human Resources and IT employees are City employees, the IS Department will fall under the GRPU organizational chart and GRPU will act as the employer for the positions within the IS Department. See the attached proposed organizational chart. The costs associated with the formation of the new IS Department have been included in the proposed 2024 budget.

The IS Systems Analyst (GIS Emphasis) position was posted in mid-November. This evening, we are requesting approval of two job descriptions for the IS Systems Analyst (Systems Emphasis) position and Information Systems Manager position and posting of said positions. The job description and internal notice of vacancy for both of these positions are included in your packet for review.

**RECOMMENDATION:**

Approve the Information System Analyst (Systems Emphasis) and Information Systems Manager job descriptions and authorize the internal posting, and external advertisement, if needed.