



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 4, 2024
PREPARED BY: Tracey Vasquez
DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the IT Specialist II position and Pay Scale.

BACKGROUND/SUMMARY:

The City staff recommends adding an IT Specialist II position to the current Pay Scale. The Information Technology Specialist II is under the direction of the Information Technology Director and evaluates, recommends, acquires, and installs hardware and software; coordinates service, installation, and maintenance by vendors; and is a point of contact for vendors, City staff, and others experiencing technological issues. IT Specialist II is also considered the website administrator for the City of Manor. They will train website users, teach other staff to maintain the departmental sites and maintain the city web page content and links. As the City of Manor continues to grow more positions are becoming more relevant to day-to-day operations in representing the city and collaborating with outside resources, public agencies, and the community. Information Technology is one of the fastest-growing departmental needs for the city.

Compared to the current budget, the additional cost for this position is \$3,120.00 per year.

LEGAL REVIEW: No
FISCAL IMPACT: Yes
PRESENTATION: No
ATTACHMENTS: Y Yes

- Job Description
- PayScale Position Chart

STAFF RECOMMENDATION:

The City staff recommends that the City Council approve the IT Specialist II position and Pay Scale as presented.