

TO: James L. App, City Manager

FROM: Meg Williamson, Assistant to the City Manager

SUBJECT: Establishment of a Information Systems Technician Classification within the S.E.I.U. bargaining group

DATE: January 7, 2003

NEEDS: For the City Council to consider establishing a new employee classification of Information Systems Technician within the S.E.I.U. collective bargaining unit.

FACTS:

1. The City's 2001-02 to 2004-05 Operations and Maintenance Budget provided funding for a full time Information Systems position within the City Manager's office.
2. The Information Systems position was openly recruited and an appointment to the position was made under a one-year contract, until such time that a classification study could be completed.
3. The City hired a Human Resource Specialist (Creative Management Solutions, Inc.) to do a classification study. The purpose of the study was to determine the appropriate job classification, work group and salary assignment within the existing structure of the organization.
4. The Classification study concluded that a new classification of Information Systems Technician be established at a salary range consistent with the Senior Building Inspector Classification within the S.E.I.U. bargaining unit.
5. The new Job Specification (attached) and a copy of the Classification Study was forwarded to the S.E.I.U. Local 620 Executive Director, Field Representative and Chief Steward for review and approval by the employee unit.
6. On December 3, 2002 written confirmation was received that S.E.I.U. had found the Job Specification and salary range acceptable.

ANALYSIS &

CONCLUSION: Creation of the new Job Classification within the S.E.I.U. employee group provides the ability for the City to fill an existing budgeted position on a regular full-time basis (rather than contract). The Information Systems Technician position is created with pay and benefits comparable to the City's defined labor market and is internally aligned with the balance of the City work force. The S.E.I.U. bargaining group has concurred with the Job Specifications and salary range that was independently determined though a Human Resource specialist.

**POLICY**

**REFERENCE:** City of Paso Robles Personnel Rules and Regulations and Reclassification Policy.

**FISCAL**

**IMPACT:** Costs of the Job Classification are within established budget parameters.

**OPTIONS:**

- a. Adopt Resolution No. 03-XX approving a Job Classification and Salary Range for Information Systems Technician.
- b. Amend, modify or reject above option.

**Attachment:**

1. Resolution approving Job Classification for Information Systems Technician
2. Job Specification

RESOLUTION NO. 03-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
ESTABLISHING THE JOB CLASSIFICATION FOR INFORMATION  
SYSTEMS TECHNICIAN WITHIN THE SERVICE EMPLOYEE  
INTERNATIONAL UNION (S.E.I.U. LOCAL 620)

WHEREAS, the City of Paso Robles' adopted Operations and Maintenance Budget (2001-02 to 2004-05) provides funding for a full time Information Systems Technician position within the City Manager's Department; and

WHEREAS, the position of Information Systems Technician has been filled in a contract capacity, consistent with the adopted budget; and

WHEREAS, a Job Classification of Information Systems Technician does not currently exist within the Service Employees International Union or other employee bargaining groups within the City organization; and

WHEREAS, the City hired a Human Resource consultant to conduct a job classification study for the purpose of determining the appropriate job description, work group and salary assignment for the Information Systems Technician position within the City organization; and

WHEREAS, the Classification study concluded that the position should be assigned to Salary Range 270 consistent with the existing classification for Senior Building Inspector; and

WHEREAS, this new Job Classification of Information Systems Technician would be included within the S.E.I.U. compensation and benefit plan; and

WHEREAS, the new Job Specification and Classification Study were forwarded to the S.E.I.U. Local 620 Executive Director, Field Representative and Chief Steward for review and approval by their employee unit, and

WHEREAS, S.E.I.U. representatives have confirmed that the Job Specification and Salary range are acceptable to their bargaining group; and

WHEREAS, the Paso Robles Municipal Code Section 2.40.030(c) provides that appointive officers and employees shall receive compensation as may be fixed by resolution of the City Council.

NOW, THEREFORE, LET IT BE RESOLVED by the City Council of the City of Paso Robles that a new Job Classification of Information Systems Technician be established within the S.E.I.U. bargaining group at a Salary Range of 270, and the Salary Range Table established by Resolution No. 02-140 of the S.E.I.U. Memorandum of Understanding 2002-2006 shall be amended to include this new job classification attached hereto and included herein by reference.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 7<sup>th</sup> day of January 2003 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Frank R. Mecham, Mayor

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Sharilyn M. Ryan, Deputy City Clerk

**Amended**  
**S.E.I.U. Salary Range Table**  
**(Approved previously via Resolution 02-140)**

<b>Classification</b>	<b>4/02</b>	<b>Range</b>	<b>4/03</b>	<b>Range</b>	<b>4/04</b>	<b>Range</b>	<b>4/05</b>	<b>Range</b>
Admin Asst I	5.12%	171	4.05%	179	4.08%	187	5.08%	197
Admin Asst II	7.17%	195	4.11%	203	4.05%	211	5.15%	221
Admin Asst III	9.95%	220	4.09%	228	4.05%	236	5.14%	246
Planning Tech	5.11%	220	4.09%	228	4.05%	236	5.14%	246
Asst Planner	4.06%	244	4.10%	252	8.31%	268	10.46%	288
Auto Sercv Wkr	8.29%	184	4.05%	192	4.07%	200	4.08%	208
Equip Mechan	4.07%	220	4.09%	228	4.05%	236	5.14%	246
Sr Equip Mech	5.60%	233	4.61%	242	4.08%	250	7.76%	265
Bldg/Eng Insp	6.18%	252	5.11%	262	5.11%	272	8.28%	288
Senior Insp	7.78%	270	7.22%	284	6.71%	297	8.32%	313
<b><i>Info Sys Tech</i></b>		<b><i>270</i></b>	<b><i>7.22%</i></b>	<b><i>284</i></b>	<b><i>6.71%</i></b>	<b><i>297</i></b>	<b><i>8.32%</i></b>	<b><i>313</i></b>
Coordinator	14.96%	232	10.52%	252	8.31%	268	10.46%	288
Eng Tech I	9.39%	220	4.09%	228	4.05%	236	5.14%	246
Eng Tech II	4.05%	233	4.61%	242	4.08%	250	7.76%	265
Eng Tech III	4.10%	252	5.11%	262	5.11%	272	8.28%	288
Librarian	11.58%	232	10.52%	252	8.31%	268	10.46%	288
Maint Spec I	4.60%	171	4.05%	179	4.08%	187	5.08%	197
Maint Spec II	4.56%	195	4.11%	203	4.05%	211	5.15%	221
Maint Spec III	5.11%	220	4.09%	228	4.05%	236	5.14%	246
Maint Supervis	5.60%	232	10.52%	252	8.31%	268	10.46%	288
Plant Oper I	4.64%	204	4.07%	212	4.07%	220	4.09%	228
Plant Oper II	9.92%	233	4.61%	242	4.08%	250	7.76%	265

Note: New Classification of Information Systems Technician shown in bold/italics.