



Proposed Systems Administrator Classification

Personnel Committee Meeting
May 3, 2023

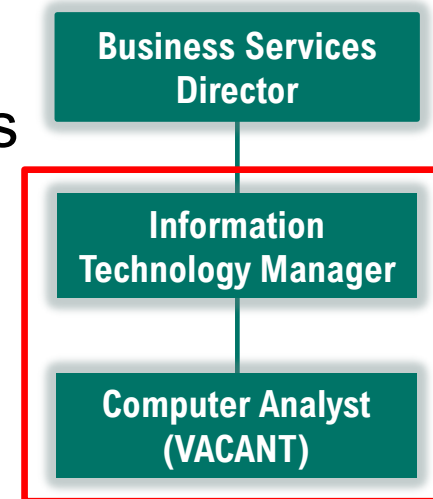


TRANSFORMING WASTEWATER TO RESOURCES

Information Technology Division Overview



- Manages and maintains computer technology devices, applications, and networks
- Ensures effectiveness of business continuity, disaster recovery, and cybersecurity programs
 - In concert with compliance requirements and industry standards
- Provides key organizational role in enhancing effectiveness and efficiency of business processes, driving improvement, and supporting strategic initiatives
- Two full-time equivalent (FTE) positions with additional temporary staffing



IT Division
Organizational Structure

New Systems Administrator Position

Organizational Needs, Duties



- Following retirement of Computer Analyst, District has been assessing IT needs, staffing approaches
 - Supporting effective prioritization and implementation of critical IT initiatives and workload requirements
- New position would provide a highly-skilled IT professional
 - Focus on business process technology solutions, equipment procurement, hardware/software deployment and support, disaster recovery planning, and process automation
 - Provide expanded IT resource capabilities (versus Computer Analyst)

FY22/23 Strategic Initiative

“Develop an IT Program Implementation Roadmap to guide effective investment in prioritized IT enhancements that drive organizational efficiency, support workforce development, and address potential vulnerabilities.”

New Systems Administrator Position

Proposed Salary Range



- Staff reviewed similar positions at peer agencies and existing salary ranges for IT Manager and Computer Analyst position
- Proposed Salary Range
 - \$10,894.68 to \$13,375.81 monthly
(\$130,736.16 to \$160,509.72 annually)
- Sufficient funding for this position is included in the proposed FY23/24 Operating Budget
 - Existing Computer Analyst position is not funded (i.e., District does not intend to fill position)

Engagement with Professional & Technical (P&T) Bargaining Unit



- District presented proposed job description and salary range to P&T
 - P&T requested clarification regarding typical duties, shared interest in effective integration of new position, and provided overall agreement

Recommendations

- Review and comment on draft job description and salary range
- Recommend consideration by Board of Directors on May 10, 2023