



CITY OF CONCORD

Report to Council

FROM: Jennifer Johnston, Director of Human Resources and Labor Relations

DATE: March 25, 2016

SUBJECT: Information Technology (IT) Position Title Change

Recommendation

Accept this report regarding a position title change in the IT Department to modify the class specification in Schedule D from a Systems Analyst II to a Systems Analyst II/Project Manager with no change in labor grade or salary range.

Background

The IT department recently experienced the retirement of the Systems Analyst II. Concurrently, the City is about to request proposals for new Enterprise Resource Planning (ERP) software. The Systems Analyst II position traditionally was a key resource in working on ERP systems from a technical standpoint. This change in title and some functions within the class description would better position the IT department to manage the relationship with the vendor during this project as well as handling the technical aspects of the software transition.

Discussion

Recently the IT Department, working in concert with the Finance Department identified an opportunity to modify the Systems Analyst II position with the announcement of a pending retirement. Under the City Manager's direction, whenever a position becomes vacant, departments are directed to fully review the position to determine if the responsibilities can be accomplished in a better way. A meeting was held with the City Manager and his review committee and it was determined that changing the title and some duties would better serve the department and was the appropriate course of action.

Assigning the position title of Systems Analyst II/Project Manager will assist in drawing candidates during the recruitment who have the requisite background needed to manage an ERP process. Further, this allows the IT department to modify the position to include functions that are both related to technical skills as well as vendor management and communication without changing the labor grade or salary range at this time. With this change to modify the position title and restructure some functions, the department would be better served with no impact to the salary range.

cc: City Manager