City of Carson City Agenda Report

Date Submitted: March 7, 2014 Agenda Date Requested: March 20, 2014 Time Requested: Consent To: Mayor and Supervisors From: Information Technology Department Subject Title: For Possible Action: To approve the reclassification of a Help Desk Technician 2 to a Business Systems Analysis 1 within the Information Technology Department. Staff Summary: This employee is performing tasks that are appropriate for a Business Systems Analyst I. He has proven to be a valuable asset to Carson City and is an excellent employee who has taken on increased duties and responsibility. Type of Action Requested: (check one) () Resolution) Ordinance (X) Formal Action/Motion) Other (Specify) Does This Action Require A Business Impact Statement: () Yes (X) No **Recommended Board Action:** I move to approve the reclassification of a Help Desk Technician 2 to a Business Systems Analysis 1, within the Information Technology Department. Explanation for Recommended Board Action: The Business Systems Analysis 1 is the next step for the Help Desk Technician 2 and is the first level of this series, which requires a more advanced understanding of technology principles and analytical skills. The employee who currently occupies the Help Desk Technician 2 position has become an expert in several critical City systems including Citrix, NCJIS, CourtView, JustWare and SunGard. Supporting these systems represents new responsibilities that require new knowledge, skills and abilities, exceeding those of a Help Desk Technician 2 in several areas. These areas also include VolP. fiber optics, networking and project coordination. He has taken a lead role in the Windows XP upgrade project and routinely provides technical training and advanced support. Applicable Statute, Code, Policy, Rule or Regulation: N/A **Fiscal Impact:** 4,549.29/year plus benefits.

Explanation of Impact: If approved, annual Information Technology Department budget will be reduced by an additional \$4,549.29 plus benefits. There is adequate budget available to meet this proposed increase. This change will not require an augmentation to the Information Technology budget.

Funding Source: 101-0710-419-01-01

Alternatives: Do not approve promotion.

Prepared By: John Wilkinson	
Reviewed By: (Department Head) (City Manager) (District Attorney) (Finance Director)	Date: $3/11/14$ Date: $3/11/14$ Date: $3/11/14$
	Aye/Nay
(Vote Recorded By)	

Supporting Material: N/A