



Legislation Text

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Reclassification of A User Support Analyst Position in the Computer Services Department (B)

The Computer Services Department requested a job audit to be conducted on a User Support Analyst position as the duties and responsibilities have increased beyond the current position.

The Computer Services Department requested a job audit to be conducted on the User Support Analyst position as the duties and responsibilities have increased beyond that of the current position. Human Resources conducted a job audit and it was determined that the essential job functions of a User Support Analyst, CWA Pay Grade N (\$50,558.58 to \$62,434.66) assigned to the Computer Services Department have grown beyond those described in the present job description. This position directly supervises, reviews and schedules the assignments of two other User Support Analysts within the department. Other duties include, but are not limited to, audits for compliance, review of hardware and software for compatibility with existing General Government equipment as well as evaluation and recommendation for new purchases. The new duties of this job reflect a more supervisory position and are more in line with an internal technical consultant. The User Support Analyst position is classified under CWA pay plan as Pay Grade N (\$50,558.58 to \$62,434.66). The duties and responsibilities being performed are more consistent with those jobs in MAP Pay Grade EXH (\$47,932.66 - \$65,907.40).

The approximate annual fiscal impact is \$2,950. Funds are available in the Computer Services Department budget.

The Personnel & Organizational Structure Committee recommends the City Commission approve the Reclassification of a User Support Analyst position - CWA Pay Grade N (\$50,558.58 to \$62,434.66) to a new position of User Support Coordinator, (MAP Pay Grade EXH \$47,932.66 - \$65,907.40).