SIDE LETTER AGREEMENT No. 1

TO MEMORANDUM OF UNDERSTANDING EFF. JULY 1, 2014 - JUNE 30, 2017

BETWEEN

THE ASSOCIATION OF INTERMEDIATE EMPLOYEES (AIE)

AND

CITY OF SAN PABLO

<u>Addition of Information Technology Supervisor Classification</u>

<u>Whereas,</u> pursuant to the Meyes-Milias-Brown Act (MMBA), representatives for the City of San Pablo (City) and the representatives for the Association of Intermediate Employees (AIE) have met and agreed to modify the current Memorandum of Understanding; and,
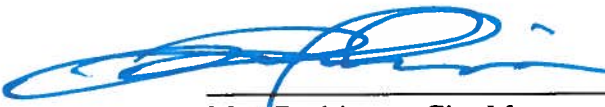
<u>Whereas,</u> the parties have agreed to add a new *Information Technology Supervisor* classification (see attached job description) to the list of represented classifications in <u>Section 1 Recognition</u> of the MOU; and a commensurate salary range (attached) will also be added to the Salary Schedule (pending City Council approval of an amendment to the City's Classification and Compensation Plan); and,

<u>Whereas,</u> All other terms and conditions in the Memorandum of Understanding will remain the same; and,

<u>Therefore,</u> if the foregoing conforms to your understanding and meets with your approval, please indicate your acceptance and approval by signing in the space below.

FOR THE CITY: FOR AIE:

_____ 11/30/17   _____ 11/16/17
Matt Rodriguez, City Manager   Date   Andrea Mendez, Representative Date

_____ 11/28/17   _____ 11/26/17
Reina Schwartz   Date   Rogelio Vista, Representative Date
ACM/Personnel Administrator

_____ 12/4/17
Kelly Sessions, Finance Director Date

INFORMATION TECHNOLOGY SUPERVISOR

DEFINITION

The Information Technology Supervisor will perform professional information technology work, planning, and coordinating the installation and configuration of operating system hardware and software and user application software; maintaining and repairing complex problems with system hardware and software; and modifying operating system hardware and software to increase performance and meet technical design requirements with a strong emphasis on customer service both internal and external.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Administrative Services Director. Responsibilities may include direct or indirect supervision of entry and journey level I.T. personnel.

EXAMPLES OF DUTIES (Duties are illustrative only and not all inclusive)

Manages the day-to-day operations of the I.T Division by monitoring system performance, configuration, maintenance and repair.

Plans and coordinates the setup, installation, and configuration of operating systems (including hardware and software), new software releases, and upgrades.

Monitors, tunes, diagnoses, and resolves complex operating system, application, and database problems; monitors network performance to determine future requirements.

Implements, maintains, and documents a backup and recovery process and leads capacity planning for data systems.

Plans, coordinates, and implements security measures to protect data, software, and hardware.

Analyses equipment performance records to determine the need for repair or replacement. Recommends changes to improve systems and network performance, and determines hardware or software requirements related to such changes.

Develops, maintains, and publishes complex custom reports as requested.

Consults with users to identify new business requirements then evaluates and recommends software and hardware solutions to meet user needs.

Writes and maintains technical procedures, documentation, operational instructions and/or project or work order status.

Reads and understands technical or other complex materials required for the job.

Works with vendors to assist and support activities.

May supervise entry and journey level staff including hiring, training, evaluating and disciplining.

Ensures high availability and acceptable levels of performance of mission critical host computer resources.

Develops procedures to maintain security and protect systems from unauthorized use, acts of nature and user abuse.

Stays current with technological developments in systems administration technology and recommends ways to take advantage of new technology.

Performs other related duties as assigned or requested.

QUALIFICATIONS

Knowledge of:

Principles and application of municipal government information systems and telephone systems planning, and development methods.

Hardware, software, and networks, for administrative, business, and specified operational or technical applications.

Methods of instruction specifically in technical concepts and hardware and software usage.

Current developments in the field of I.T. data processing and management principles and procedures of electronic data processing operations.

Principles and practices of budgetary techniques and controls.

Principles and practices of business correspondence and report writing.

Basic supervisory principles and practices including, planning, assigning, monitoring, and evaluating the work of assigned staff.

Ability to:

Analyze hardware and software acquisition requirements and developing cost estimates and implementation strategies.

Install and maintain personal computer, network, and peripheral hardware; troubleshoot and define hardware and software problems.

Instruct others in the use of hardware and software applications, explaining technical concepts to non-technical users.

Plan and organize own work, setting priorities and meeting critical deadlines.

Prepare clear and concise written reports, program documentation, user procedures and other written materials.

Provide supervision and coordinate the work of assigned staff.

Establish and maintain cooperative relationships with those contracted in the course of work.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Four years of increasingly responsible experience in systems analysis, application development, and personal, network, and/or mini-computer application; and one year of supervisory experience required. Some experience in a public agency setting is desirable.

Education:
An Associate's degree with major course work in computer science, information systems, business administration or a related field *(a four-year bachelor degree is preferred);*

LICENCE AND CERTIFICATE:

Possession of a valid California Driver's license.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 to 7 hours of sitting; up to 3 hours of standing, walking, bending, crouching, stooping, twisting, and turning, firm grasping, pinching, reaching forward or overhead, lifting and carrying up to 25 lbs.; pushing and pulling 25 lbs. or less, eye hand coordination, and driving; between 3 and 6 hours of verbal contact either face to face or on the phone, finger dexterity, light grasping; vision accuracy (near) and color vision.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: taking, interpreting, comprehending and following directions; simple to complex reading, writing, and math skills; forming, analyzing, synthesizing, coordinating, compiling, computing, copying, comparing, speaking-signaling, negotiating, instructing, supervising, helping; performing simple, repetitive tasks to varied, complex assignments, maintaining work pace; relating to others; influencing others; evaluating, generalizing; and responsibility for direction.

WORK ENVIRONMENT

Work is performed indoors and outdoors; using a computer and other office equipment; working alone; working around or with others.

DRAFT

City of San Pablo

ASSOCIATION OF INTERMEDIATE EMPLOYEES

Effective December 19, 2017

	Step A		Step B		Step C		Step D		Step E		Step F	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Assistant Civil Engineer	7,128	43.86	7,484	46.06	7,858	48.36	8,251	50.78	8,664	53.32	8,880	54.65
Assistant Engineer	6,636	40.84	6,968	42.88	7,316	45.02	7,682	47.27	8,066	49.64	8,267	50.88
Assistant Planner	6,228	38.32	6,539	40.24	6,866	42.25	7,209	44.36	7,570	46.58	7,759	47.75
Associate Civil Engineer	8,197	50.44	8,607	52.96	9,037	55.61	9,489	58.39	9,963	61.31	10,213	62.85
Associate Planner	7,114	43.78	7,470	45.97	7,843	48.27	8,235	50.68	8,647	53.21	8,863	54.54
Environmental Program Analyst	6,459	39.75	6,782	41.73	7,121	43.82	7,477	46.01	7,851	48.31	8,047	49.52
Finance Supervisor	8,204	50.48	8,614	53.01	9,045	55.66	9,497	58.44	9,972	61.36	10,221	62.90
I.T. Technician *	5,940	36.56	6,237	38.38	6,549	40.30	6,877	42.32	7,220	44.43	7,401	45.54
I.T.Administrator *	6,960	42.83	7,308	44.97	7,673	47.22	8,057	49.58	8,460	52.06	8,671	53.36
I.T. Supervisor	7,656	47.11	8,039	49.47	8,441	51.94	8,863	54.54	9,306	57.27	9,538	58.70
Maint. & Op. Supervisor	6,730	41.42	7,067	43.49	7,420	45.66	7,791	47.94	8,180	50.34	8,385	51.60
Maint. & Op. Superintendent	7,740	47.63	8,127	50.01	8,533	52.51	8,960	55.14	9,408	57.89	9,643	59.34
Management Analyst	6,569	40.43	6,898	42.45	7,242	44.57	7,605	46.80	7,985	49.14	8,184	50.37
Management Assistant	5,971	36.74	6,269	38.58	6,583	40.51	6,912	42.54	7,258	44.66	7,439	45.78
Recreation Coordinator	5,310	32.68	5,576	34.31	5,854	36.03	6,147	37.83	6,454	39.72	6,616	40.71
Recreation Supervisor	6,697	41.21	7,032	43.27	7,383	45.44	7,752	47.71	8,140	50.09	8,344	51.35
Sr. Management Analyst	7,813	48.08	8,204	50.49	8,614	53.01	9,045	55.66	9,497	58.45	9,735	59.91
Youth Services Program Coordinator	5,310	32.68	5,576	34.31	5,854	36.03	6,147	37.83	6,454	39.72	6,616	40.71
Community Services Coordinator	6,697	41.21	7,032	43.27	7,383	45.44	7,752	47.71	8,140	50.09	8,344	51.35
Senior Center Coordinator*	4,827	29.71	5,069	31.19	5,322	32.75	5,588	34.39	5,868	36.11	6,014	37.01

* FLSA "non-exempt" (overtime eligible) positions