



**TO:** Members of the City Council

**FROM:** Jonny Chambers, Technology and IS Director

**DATE:** March 5, 2019

**SUBJECT: Revisions to the 2019 RCHEA Pay Plan to Accommodate New Classifications for TIS Department**

**I. RECOMMENDED ACTION**

Approve the salary ordinance (Attachment A) and direct the City to proceed with adopting the revised RCHEA Pay Plan (Pay Plan “R”) to accommodate new classifications for TIS Department.

**II. DEPARTMENT CONTACTS**

Jonny Chambers, TIS Director	425-556-2160
Mellody Matthes, Human Resources Director	425-556-2122

**III. DESCRIPTION/BACKGROUND**

In January 2019, the TIS department conducted a review of staffing needs in support of two of the major technology projects at the City – specifically the Workforce Management deployment and the ERP/Microsoft Dynamics optimization/modernization. Need for new classifications was identified based on staff needed to complete these projects and subsequently support them once the new systems and related services are operational. The TIS Department requested assistance from the Human Resources department in specifying new job classifications to better meet organizational needs. The Human Resources department evaluated job duties, and conducted a thorough market analysis to determine an appropriate salary ranges.

The following four new classifications additions are recommended as a result of this evaluation and analysis:

HRIS Business Systems Analyst  
Sr HRIS Business Systems Analyst  
ERP Business Systems Analyst  
SR Business Systems Analyst

**IV. IMPACT**

**A. Service/Delivery:**



The new job classifications will better support the new technology initiatives of the City and are needed to ensure that the systems are utilized to their fullest capacity to support the City.

**B. Fiscal:**

There is no request for additional headcount: new positions for the TIS department were approved as part of the most recent budget process, so those positions will be reallocated for these new job classifications. The estimated on-going fiscal impact in salaries and benefits are within budget.

**V. ALTERNATIVES TO STAFF RECOMMENDATION**

The Council could choose not to approve the proposed changes to the RCHEA Pay Plan. This could create an obstacle for the TIS Department in implementing its reorganization, and hamper the efforts to implement and optimize Workforce Management and ERP/ Microsoft Dynamics.

**VI. TIME CONSTRAINTS**

Approving the RCHEA Pay Plan changes now would allow the TIS Department to make necessary changes in its organizational structure in order to move these important technology initiatives forward.

**VII. LIST OF ATTACHMENTS**

Attachment A: Ordinance – Draft

Attachment A, Exhibit 1 – 2019R RCHEA Pay Plan revised draft

Attachment B: Job classification descriptions

Attachment B, Exhibit 1 – ERP Business Systems Analyst

Attachment B, Exhibit 2 – HRIS Business Systems Analyst

Attachment B, Exhibit 3 – Senior ERP Business Systems Analyst

Attachment B, Exhibit 4 – Senior HRIS Business Systems Analyst