

RESOLUTION NO. ~~86-264~~

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

April 15, 1986

AMENDING RESOLUTION 85-998 RELATING TO SALARY
SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY,
AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 85-998
IS AMENDED AS FOLLOWS, EFFECTIVE APRIL 19, 1986:

Section 1.

Exhibit A, Salary Schedules, Schedule #1, Management, salaries, is amended
by:

The addition of the classification of Police Data Services Manager,
with a salary of \$2,942.51 - \$3,576.73 per month.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the:

Addition of the classification of Police Data Services Manager to the
Management unit.

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended as
follows:

The classification of Police Data Services Manager is added.


MAYOR

ATTEST:


CITY CLERK

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APR 15 1986

POLICE DATA SERVICES MANAGER
(Exempt)

DEFINITION:

To plan and manage a department's systems development, operation, and administration and to supervise professional and technical personnel involved with data processing and computer operation functions.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by a higher level management position. Responsibilities include the direct and indirect supervision of professional, technical, and clerical personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Supervise and direct the technical systems development and analysis and computer programming activities.

Assist in department management in formulating overall departmental long-range goals, objectives, and policies.

Formulate departmental long-range data processing goals, objectives, policies, and strategies for policy implementation.

Define areas of responsibility that users of mini or microcomputers will have in the department.

Develop systems development guidelines and procedures for use in project development.

Coordinate the development of computer operations standards.

Coordinate with outside vendors and contractors in establishing policies and procedures for data processing activities in planning and implementing new systems and maintaining existing systems.

Participate in the evaluation process for vendor selection and approve or develop the documentation prepared for City Council approval; negotiate contract implementation with vendors and contractors.

Develop data processing budget for all equipment, service, supplies, and personnel.

Develop classes for user training sessions on current system operation and enhancements plus special classes on data processing.

Administer maintenance contracts with outside vendors.

Supervise, train, and evaluate assigned personnel.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and techniques of systems development and program planning including machine scheduling, forms design, and control requirements.

Micro and mini data processing hardware and software capabilities and limitations.

Projects management principles as applied to data processing projects such as feasibility studies, cost/benefit analysis, and preparation of RFP documents.

Principles of supervision, training, and performance evaluation.

Principles of administration, management, and budgeting.

Ability to:

Identify problem areas and develop recommendations for solution.

Develop internal policies and procedures for data processing personnel to follow.

Present well-organized data processing concepts to nontechnical personnel.

Evaluate prepared feasibility studies for completeness and sound data processing principles.

Communicate clearly and concisely, orally and in writing.

Supervise, train, and evaluate assigned personnel.

Plan and develop systems analysis and design programming activities and computer operations.

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 data processing, systems analysis and design, and computer operations experience, including two years in a supervisory capacity.

QUALIFICATIONS: (Continued)

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in computer science or closely related field.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:
(186s)