CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION
801 NINTH STREET, ROOM 210
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5728/5729

DONNA L. GILES
DIRECTOR OF PERSONNEL

November 12, 1980

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: NEW CLASSIFICATION OF COMPUTER SYSTEMS SPECIALIST (EXEMPT)

SUMMARY

In the 1980-81 Budget, the City Council approved funding for a position in the Department of Data Processing to perform a variety of advanced, technical support tasks for the computer system. The attached Resolutions provide for the establishment of a new classification. This will be an exempt classification responsible for providing highly technical and responsible staff assistance directly to the Data Processing Manager.

BACKGROUND INFORMATION

At the time the City of Sacramento implemented its own computer system, a contract was negotiated with Sperry Univac to provide technical computer support. The support will only last 2.3 man months after December 31, 1980, assuming no unusual support requirements develop between now and December 31, 1980.

It is essential that the City has a classification to perform the technical support tasks for the computer system in order to continue to provide for uninterrupted computer service to all City Departments.

The Personnel Department has developed a new classification of Computer Systems Specialist. The new classification will be responsible for performing a variety of advanced, technical support tasks for the computer system to maximize the application of computer resources. The new classification will be ·directly responsible to the Data Processing Manager and have a high level of interaction with the Principal Programmer Analysts.

The attached Resolution, in addition to the class specification, provides for the establishment of the Computer Systems Specialist classification. The classification is being recommended for addition to the exempt classifications and General Management Unit.
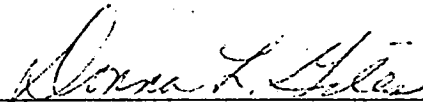
FINANCIAL DATA

The recommended salary range for Computer Systems Specialist is $2093-2548 per

month. This salary is recommended based upon an approximate ten percent differential from the classification of E.D.P. Programmer Analyst. Since the position is not directly responsible for supervising, the recommended salary is lower than that of Principal Programmer Analyst. Assuming an employee can be hired by February 1, 1981, the salary cost for the fiscal year 1980-81 at Step "A" of the salary range would be $10,465 and an additional $2,302 for benefits. The cost for Sperry Univac to continue to provide technical support would be a standard hourly charge of $55.00 with a four hour per call minimum. At this cost, a forty hour work week would be $2,200, or $9,526 per month. There would be an enormous savings for the City to hire its own Computer Systems Specialist in order to eliminate the costly expense for consultant services after the expiration of Univac's contract.
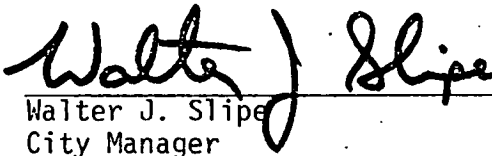
RECOMMENDATION

It is recommended that the City Council approve the attached Resolutions providing for the establishment of the new classification of Computer Systems Specialist.

Respectfully submitted,

Donna L. Giles
Director of Personnel

Recommendation Approved:

Walter J. Slipe
City Manager

DLG/sch
Attachment

COMPUTER SYSTEMS SPECIALIST

DEFINITION:

To perform a variety of advanced, technical support tasks for the computer system to maximize the application of computer resources.

SUPERVISION RECEIVED AND EXERCISED:

Direction is provided by the Data Processing Director.

Assignments may include the indirect supervision of professional, technical and clerical personnel as assigned.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but are not limited to, the following:

Provide technical advice and consultation to user departments to insure proper functioning and utilization of computer resources.

Develop and maintain hardware/software utilization standards.

Assist in the evaluation of hardware/software needs and acquisitions.

Develop and maintain redundant system backup facilities to insulate production and testing environments from equipment failures.

Develop and maintain procedures for file control, file and space allocation, and operating methods in accordance with departmental capacities.

Monitor system utilization and file space management to insure system availability and maintain system response times.

Review system output to determine trends and make recommendations for hardware/software and/or procedural changes.

Assist in resolving computer system operations and programming problems.

Develop and conduct departmental training programs consistent with identified needs and hardware/software changes.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and techniques of computer systems, procedures analysis and design, systems development, and computer programming.

Use capability, characteristics and limitations of computer systems and related equipment and their operational requirements.

QUALIFICATIONS: (Continued)

Principles and techniques of machine scheduling, forms design, and control requirements.
Records storage and handling techniques.

Ability to:

Analyze informational requirements and needs, identify problems, provide technical advice and consultation, and insure efficient computer systems utilization.
Analyze data and develop logical solutions to problems.
Interface effectively and cooperatively with computer system users to maintain efficient system utilization.
Monitor system utilization and recommend appropriate revisions to processes, procedures and operations.
Program problems for data processing.

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 experience in computer programming applications, design, and analysis.

Education:

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

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

UNIVAC

October 10, 1980

Jim Puthuff
Data Processing Manager
City of Sacramento
819 Tenth Street
Sacramento, CA 95814

Bill Edgar
Assistant City Manager
City Hall, Room 203
Sacramento, CA 95814

Dear Jim:

According to my accounting, based on usage up to 10/1/80, 2.3 man months
of System Administrator support will be remaining on December 31, 1980.
Assuming no unusual support requirements would develop between now and
then.

Sperry Univac is willing to continue support for the City of Sacramento
System Administrator position until the remaining man months are consumed
based on our existing arrangement.. This should satisfy your requirements
into the mid-March time frame.

When the remaining support requirements are consumed, Sperry Univac would
be willing to provide System Administrator support by entering into a
System Services Agreement allowing for a Consultant at a reduced flat rate
of $55.00 per hour. For your information, I have included the following
charges that we currently use for System Services Agreements:

Charges:

1. Hourly Charges:

Class of Service	Per Call Minimum	Standard Hourly Charge	Hourly Charge Weekly Basis	Hourly Charge Monthly Basis	Premium Hourly Charge
Internalist	1 hour	$77	Not Available	Not Available	$92
Consultant	1 hour	66	$60	Not Available	79
System Analyst	4 hours	55	50	$44	66
Programmer	4 hours	44	40	35	53
Operator	4 hours	33	30	26	40

NOTE: The Premium Hourly Charge is to be billed in all cases for work performed
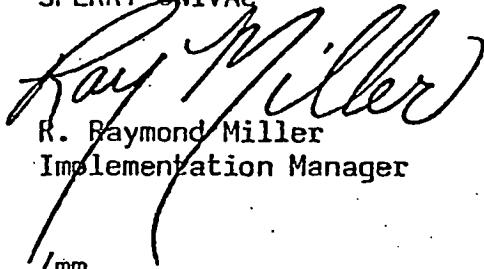outside the normal workday hours, or on a Saturday, Sunday or Holiday.

2. All Travel time, to and from the Customer's location, will be included in
    the calculation of hours worked and resultant total service charges.

3. Travel and living expenses, other than local travel, will be borne by
    the Customer at actual cost.

If I can be of further assistance, please do not hesitate to call.

Sincerely,

SPERRY UNIVAC

R. Raymond Miller
Implementation Manager

/mm

cc: D. Giles
     J. Worcester
     D. Aldridge
     F. DeYoung

RESOLUTION NO. 80-790

Adopted by The Sacramento City Council on date of

A RESOLUTION AMENDING RESOLUTION NO. 75-164,
RELATING TO THE DESIGNATION OF EXEMPT EMPLOYEES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

Resolution No. 75-164 is hereby amended by adding the
following classification to the list of exempt classifications:

Computer Systems Specialist (Exempt)

_____
                                    MAYOR

ATTEST:

_____
          CITY CLERK

NOV 1 80

RESOLUTION NO. 80-724

Adopted by The Sacramento City Council on date of

A RESOLUTION AMENDING RESOLUTION NO. 77-348
ADOPTED JUNE 28, 1977, RELATING TO EMPLOYER-
EMPLOYEE RELATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. Resolution No. 77-348, adopted June 28, 1977, is hereby
    amended by adding   the following classification to the
    list of representation units as shown on Exhibit "A",
    Item A:

    14. General Management Unit

         Computer Systems Specialist

    _____
                                          MAYOR

ATTEST:

_____
          CITY CLERK

RESOLUTION NO. 80-772

Adopted by The Sacramento City Council on date of

NOVEMBER 18, 1980

A RESOLUTION AMENDING RESOLUTION NO. 80-415
DATED JUNE 27, 1980 RELATING TO CLASSIFICATIONS,
COMPENSATION RATES AND SALARY RANGES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. Effective immediately Section 1 of Resolution No. 80-415,
    adopted by the City Council on June 27, 1980, is hereby
    amended by adding the following classifications to the
    listing of classifications:

DATA PROCESSING

Code No.	Department & Class Title	Salary Schedule No.	Range No.	Approx. Monthly Salary Range
14095	Data Processing/ Computer Systems Specialist	XIII	8	$2093---$2548

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MAYOR

ATTEST:

_____
CITY CLERK