

BOARD MEETING DATE: October 5, 2018

AGENDA NO. 14

**PROPOSAL:** Adopt New Class Specification and Amend Salary Resolution for Information Technology Manager and Reclassify Two Existing Manager Positions in Information Management

**SYNOPSIS:** These actions are to adopt the new classification of Information Technology Manager and amend the *Salary Resolution* to establish the salary; and reclassify two existing manager positions in the Information Management division to this new manager classification. These actions have no fiscal impact on the FY 2018-19 Budget.

**COMMITTEE:** Administrative, September 14, 2018; Recommended for Approval

**RECOMMENDED ACTIONS:**

1. Adopt the Information Technology Manager class specification (Attachment A).
2. Adopt the Resolution amending Sections 53 and 54 of the *Salary Resolution* to establish the salary for the new Information Technology Manager class specification (Attachment B).
3. Reclassify two Technology Implementation Manager positions in Information Management to the Information Technology Manager position.

Wayne Natri  
Executive Officer

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**Background**

Information Management staff includes two Technology Implementation Manager positions, overseeing the Systems Development unit and the Hardware & Network unit. The Systems Development manager recently retired. For operational and recruitment purposes, the job description was reviewed to determine whether the current class specification addresses existing and future responsibilities of this highly technical position.

**Proposal**

The current Technology Implementation Manager class specification reflects a previous organizational structure, where the communications and information processing functions were integrated into the rule development process. In addition, the job duties were written well before recent advances in computing, networking, and communication technologies. Managers in this class serve as principal consultants on technology matters, and coordinate agency information technology initiatives and programs for the agency. The proposed class specification establishes minimum requirements that include, but are not limited to: a comprehensive knowledge of hardware, software, systems, and all other components and peripherals related to information technology needs and operations; as well as a thorough knowledge of functioning in centralized, distributed, client server, and standalone operating environments. Therefore, to address the operational needs of the Information Management Division, staff recommends the adoption of the new classification of Information Technology Manager (Attachment A), and the reclassification of the existing positions.

In furtherance of this action, staff recommends amending Sections 53 and 54 of the *Salary Resolution* to incorporate the salaries for the new class specification. (Attachment B).

**Resource Impacts**

Funding for two Information Technology Manager positions are included in the FY2018-19 Budget. The reclassification of the two Technology Implementation Manager positions (Position Nos. 0817 and 0064) to the new Information Technology Manager position is cost neutral.

**Attachments**

- A. Proposed New Class Specification for Information Technology Manager
- B. Resolution Amending Sections 53 and 54 of the *Salary Resolution*

## **ATTACHMENT A CLASSIFICATION SPECIFICATION**

**TITLE: INFORMATION TECHNOLOGY MANAGER**

**APPROVED:**

**DEFINITION:** Under direction of an Assistant Deputy Executive Officer, plans, organizes, manages, reviews and evaluates the staff and activities of the SCAQMD's Information Management Division; performs related work as assigned.

This class is also responsible for managing large outsourcing contracts, and performs extensive networking with outside organizations. Assists the Assistant Deputy Executive Officer as an active change agent in implementing all processes aligned with the agency mission, and may be involved in the development and recommendation of agency wide Information Technology policy.

**CLASSIFICATION STANDARDS:** This management class is characterized by the responsibility for managing the daily administration of the Information Management Division. Incumbents in this class serve as principal assistants/consultants on technology matters to the SCAQMD and coordinate agency information technology initiatives and programs to promote and ensure consistent and appropriate information technology practices. Incumbents are responsible for accomplishing Information Management Division goals and objectives and for furthering SCAQMD goals and objectives within general policy guidelines.

**ESSENTIAL DUTIES:**

Develops and implements goals, objectives, policies, procedures, and work standards for the Information Management Division.

Organizes, assigns, directs, reviews and evaluates the work of assigned staff; selects and trains staff and provides for their technical and professional development.

Confers with SCAQMD management regarding information technology systems services requested and delivered; develops long and short-range plans, including hardware and software upgrades and software development.

Resolves service complaints received from using departments and implements corrective action with staff; monitors operating conditions of SCAMQD's information technology infrastructure to assure efficiency.

Receives and prioritizes requests for automation and application development, and directs the development and implementation processes.

Evaluates information technology strategies to meet SCAQMD needs; effectively controls the acquisition of information technology services, application development, and hardware and software throughout SCAQMD.

**TITLE: INFORMATION TECHNOLOGY MANAGER (continued)**

Conducts or directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations; prepares a variety of periodic and special reports regarding department activities.

Prepares and monitors the Division budget; recommends resource allocation and fixed asset purchases to meet the actual and anticipated needs of SCAQMD.

Coordinates and directs the preparation of requests for proposal and contracts for acquisition of information technology services; orders and approves payment for information technology services and equipment.

Monitors developments and legislation related to information technology matters; evaluates their impact upon SCAQMD operations and recommends and implements equipment, policy and procedural improvements.

Directs the maintenance of information technology assets and maintains accurate records; prepares clear and concise reports, correspondence and other written materials.

Analyzes issues, prepares and presents reports and recommendations regarding technical and policy issues to the Board and various committees and other groups.

Advises the Assistant Deputy Executive Officer over Information Management on technical matters related to the Source Testing Program.

**MINIMUM REQUIREMENTS:**

Training and experience which would demonstrate thorough knowledge of modern methods and techniques of information technology infrastructure and resources management; comprehensive knowledge of hardware, software, systems, and all other components and peripherals related to information technology needs and operations; thorough knowledge of the capabilities and requirements of various computer platforms; thorough knowledge of functioning in centralized, distributed, client server, and standalone operating environments; thorough knowledge of multi-platform computer programs; thorough knowledge of systems analysis and programming; excellent project management skills.

Ability to manage projects of all sizes and complexity levels from concept to completion; demonstrated ability to work effectively as a team member and as a leader; excellent communication skills with the ability to present ideas and recommendations clearly and concisely both orally and in writing to diverse audiences; excellent interpersonal and communication skills to communicate technical information to non-technical audiences in user friendly language; demonstrated ability to establish and maintain effective working relationships with employees and the public as well as professional organizations and other groups (e.g. user groups, vendors, etc.) relevant to assigned functional areas; demonstrated ability to collaborate effectively to achieve department and SCAQMD goals; thorough understanding of and demonstrated ability to collaboratively develop effective information

technology solutions to efficiently achieve department and SCAQMD goals; demonstrated ability to multitask and effectively manage competing priorities and make sound decisions; excellent management and supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; sound critical thinking skills with the demonstrated ability to problem solve and make sound decisions including but not limited to under pressure and in emergency situations; ability to develop and maintain detailed accurate records (technical and other required records) and to make regular and special reports as assigned; accounting or other financial skills with sufficient ability to develop cost projections or budgets, manage expenditures in accordance with SCAQMD policies and manage operations effectively within an approved budget; good judgment; excellent customer service skills; tact; and courtesy.

**EXPERIENCE:**

Five years of experience supervising professional staff involved in software development, or information technology operations; or other technical projects and a demonstrated record of successful experience designing and/or architecting and implementing and operating advanced information technology systems.

**EDUCATION:**

Graduation from a four-year accredited college or university with a major in Information Technology, Computer Science, Engineering or a closely related field.

**SUBSTITUTION:**

A master's degree in one of the fields listed above may substitute for some of the direct supervisory experience required.

## ATTACHMENT B

### RESOLUTION NO. 18-\_\_\_\_\_

A Resolution of the South Coast Air Quality Management District Board amending SCAQMD's *Salary Resolution* to establish the new classification of Information Technology Manager at an annual salary range of \$115,401 - \$152,230.

**WHEREAS**, the Governing Board of the South Coast Air Quality Management District exercises its duty to review and determine appropriate wages, hours, and other terms and conditions of employment provided to employees.

**THEREFORE, BE IT RESOLVED** that the Board of the South Coast Air Quality Management District, State of California, in regular session assembled on October 5, 2018, does hereby amend SCAQMD's *Salary Resolution* to establish the new classification of Information Technology Manager at an annual salary range of \$115,401 - \$152,230.

DATE:\_\_\_\_\_

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CLERK OF THE BOARDS