DATE SUBMITTED	04/07/2025	COUNCIL ACTION	(X)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	Human Resources	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	04/16/2025	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: **DISCUSSION/ACTION:**
1. Establish classification, salary range and, job description for the position of Information Technology Analyst.
2. Authorization to reclassify one full-time vacant funded allocation for a Management Analyst, salary range 80 to Information Technology Analyst, salary range 78.

DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:

The City of Imperial is requesting the Council's consideration to establish the classification, salary range, and job description for the position of Information Technology Analyst. The Information Technology Analyst will be classified as an MSPC Unrepresented, FLSA Exempt position at salary range 78. The City is also requesting to reclassify one full-time vacant funded allocation for a Management Analyst (salary range 80) to an Information Technology Analyst (salary range 78).

The one full-time vacant funded allocation for Management Analyst is assigned to the Department of Innovation and Technology (DoIT) and a classification of Information Technology Analyst would best fit the needs of this department as the analyst assigned would be performing professional, technical, and analytical duties in the development, maintenance, and implementation of the City's information technology systems. These duties require knowledge and experience in the field of information technology and the classification of Information Technology Analyst would allow the City to recruit for an individual with the necessary experience and skills that the department needs for its analyst.

FISCAL IMPACT: NOT TO EXCEED By reclassifying the Management Analyst position at salary range 80 to an Information Technology Analyst at salary range 78, we anticipate a salary savings of approximately 5%.	FINANCE INITIALS VMS
STAFF RECOMMENDATION: Recommendation to establish the classification, salary range, and job description for the position of Information Technology Analyst. Recommendation to convert and reclassify the full-time allocation of Management Analyst (salary range 80) to Information Technology Analyst (salary range 78).	DEPT. INITIALS KWS
MANAGER'S RECOMMENDATION: Approve Staff Recommendation	CITY MANAGER's INITIALS OHM

MOTION:

SECONDED:	APPROVED ( )	REJECTED	( )
AYES:	DISAPPROVED ( )	DEFERRED	( )
NAYES:			
ABSENT:	REFERRED TO:		

CITY OF IMPERIAL
JOB DESCRIPTION
INFORMATION TECHNOLOGY ANALYST

SALARY: RANGE 78

Hourly: $31.80 – $42.61
Biweekly: $2,544.00 - $3,408.80
Monthly: $5,512.00 – $7,385.73
Annual: $66,144.00 - $88,628.80
FLSA Exempt – MSPC Collective Bargaining Unit

DEFINITION:
Under direction, performs a variety of professional, technical, and analytical duties in the development, maintenance, and implementation of the City's information technology systems; participates in the long-term development and enhancement of information technology services to meet City service and end-user service objectives; collects data, conducts research and analyzes, interprets, documents and reports on data related to assigned functions, projects, operations and programs; provides expertise, support, assistance, and guidance to City staff and external contacts; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technology Director. Exercises no direct supervision over staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- ➢ Analyze complex business needs and consult with City departments to evaluate, design, and develop IT system software, web applications, and technical solutions that support program effectiveness and strategic initiatives, allowing staff to work more efficiently.
- ➢ Plan, coordinate, install, implement, test, and maintain databases, applications, and network systems; integrate system data and functionality; ensure data accuracy, integrity, and consistency.
- ➢ Provide technical support and assistance on IT software and related systems; troubleshoot issues, resolve inquiries, and monitor system utilization; recommend process and procedure revisions.
- ➢ Implement and maintain robust network security protocols to ensure user access control and system protection.
- ➢ Manage IT projects, including planning, execution, and reporting, ensuring projects are completed on time and within scope.
- ➢ Organize, oversee, and participate in various IT projects.
- ➢ Collaborate in the design, development, and maintenance of critical IT documentation (strategic plans, policies, procedures, and emergency response plans).
- ➢ Leverage advanced skills in data analysis (spreadsheets, databases, statistics) to extract insights from complex datasets; translate findings into actionable recommendations for program improvement and data-driven assessments.
- ➢ Utilize quantitative and qualitative methodologies to assess program effectiveness and recommend optimization strategies.

- Effectively communicate complex data through clear visualizations (tables, graphs, reports, dashboards) and summarize statistical studies.
- Prepare and maintain various records and reports related to IT systems, data, and user information.
- Monitor changes in IT software technology and applications, recommend and implement improvements and upgrades; research, recommend, and evaluate vendor solutions and technologies; learn new systems and programs.
- Conduct research studies to identify areas for improvement and inform strategic decision-making.
- Oversee and direct research to identify, acquire, and integrate data from other agencies and organizations into the City's data library; maintain and update the City's information catalog.
- Serve as a technical resource to all City departments; explain technical information to non-technical end users; train end users on IT systems.
- Communicate effectively with City personnel and outside agencies to exchange information, coordinate activities, and resolve issues.
- Train and provide work direction to personnel as assigned.
- Contribute to the annual IT budget by analyzing resource requirements and cost projections.
- Prepare grant funding applications for identified City-wide IT projects, including implementation, administration, monitoring, and reporting.
- Participate in the design, development, and maintenance of a user-friendly website.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations.
- Observe and comply with all City and mandated safety rules, regulations, and protocols.
- Demonstrating a willingness to learn and grow within the IT department.
- Perform other duties as assigned.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

Knowledge of:

Proficiency in data analysis tools (spreadsheets, database querying languages, statistical software) to extract insights from complex datasets (financial, demographic, etc.).
Working knowledge of network systems, security protocols, and user access controls.
Understanding of IT project management methodologies.
Familiarity with IT documentation best practices and record-keeping principles.
Strong attention to detail and accuracy in maintaining records and reports.
Willingness to learn new technologies and stay current with IT best practices.

Ability to:

Ability to analyze complex business needs and translate them into technical solutions.
Utilize a variety of computer applications and operating systems to perform network administration activities.
Apply both quantitative and qualitative methodologies to program evaluation and optimization.
Extract insights from data and translate findings into actionable recommendations and clear visualizations.
Conduct research studies to identify areas for improvement and inform strategic decision-making.
Effectively present complex data and technical concepts to diverse audiences (written and verbal).
Collaborate effectively with internal and external stakeholders.
Provide training and work direction to assigned personnel with strong interpersonal skills.
Prioritize multiple tasks, meet deadlines, and maintain a high level of accuracy in records and reports.
Demonstrate a willingness to learn new technologies and stay current with IT best practices.
Work independently with little direction.
Meet schedules and timelines.

Maintain current knowledge of technological advances in the field.

Education:

> Equivalent to a bachelor's degree from an accredited college or university with major coursework in Information Technology, Computer Science, or a related field.

Experience:

> Two (2) years of professional-level experience in a related IT field, such as data analysis, network administration or IT support.

Licenses and Certifications:

> Possession of a valid California Driver's License to be maintained throughout employment.
> A Certified Associate in Project Management (CAPM) certification is highly desirable.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to work in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).