



**Office of the City Manager**  
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# Memo

**To:** Members of Dublin City Council  
**From:** Dana L. McDaniel, City Manager   
**Date:** November 17, 2016  
**Initiated By:** Homer C. Rogers, Jr., Director of Human Resources  
**Re:** Ordinance 51-16 – Amending the “Compensation Plan” as it pertains to the Information Technology Division

## Background

The Department of Information Technology is engaged in extending the reach and influence of the City's technology initiatives. This includes taking on and expanding initiatives such as the Dublink fiber network program and the related 100gig project to accomplish several economic development and revenue opportunities. While this activity has been successful, it has exposed a need for more supervision and operations management of the IT functions within the City administration. The department has undertaken an extensive review of current IT operations and has determined there are multiple opportunities to modernize our technology delivery and advance our internal initiatives.

Two areas of planned change to the IT organization include internal business partnerships, and internal digital innovation.

IT plans to embed IT staff in departments as "business partners." On a rotating basis, staff will be assigned to be present in departments to listen, educate, and gain deeper knowledge of the business priorities of departments in addition to continuing their regularly assigned duties. This will provide IT with better methods to communicate and guide departments in accessing IT services. This change, expected to be initiated by January of 2017, will strain the current IT organization with new requirements, roles, and assignments, making coordination and communication more critical.

IT plans to transform the existing Geographical Information Systems (GIS) function into a data management and digital innovation function, maintaining GIS responsibility, but adding coordination of digital innovation initiatives inside City departments. This will repurpose existing IT staff into more consulting and implementation roles. While this should help the City advance in technology use and innovation, it will also strain the team in coordination and operations activities IT will need to continue to manage.

These opportunities, the expansion of community technology, the beginning of departmental business partnerships, and the adoption of a data management and digital innovation mission, will not be realized under the current IT organizational structure. We propose the addition of an IT Manager who can manage the delivery of internal services, manage day-to-day supervision and escalation, and coordinate the delivery of traditional IT services, while our roles expand to take advantage of these new demands and opportunities. The Manager would report to the CIO and supervise most of the IT staff. This would fill a deficit we've had in management, supervision, and coordination of internal focused technology, while allowing us to continue the growth in community focused technology.

## Summary

Attached for your consideration is Ordinance No. 51-16, amending Ordinance No. 73-06 (“Compensation Plan” for non-union personnel). Adoption of this ordinance will accomplish the following objectives:

- Incorporate a new Information Technology Manager job classification to better manage the internal business of and provide enhanced service to the Information Technology needs of the City;
- Enable the City to continue on a path of improving technology use and innovation;
- Provide a manager who can oversee the delivery of internal services, manage day-to-day supervision and escalation, and coordinate the delivery of traditional IT services, while IT Division roles expand to take advantage of new demands and opportunities.

The amendments contained within this legislation regarding the creation of a new job classification title are consistent with those identified in the 2017 Operating Budget.

### Section 1: New Classification

Per the City’s current and future demands, it is proposed to create a new Information Technology Manager position, which will enable the City of Dublin to accomplish goals and administer and maintain programs and operations. The new classification title and corresponding pay grade would be grouped within the Information Technology heading. The proposed new job classification and corresponding pay grade are:

Information Technology Manager

Pay Grade 3.3

## Recommendation

Staff recommends adoption of Ordinance 51-16 at the second reading/public hearing at the December 5 Council meeting.

Attachment: Exhibit A - Redline of job classifications and pay grades

## Exhibit A

### Information Technology

<b>Classification</b>	<b>Pay Grade</b>
Support Services Analyst	5.1
GIS Analyst	5.1
Senior GIS Analyst	4.3
Senior Support Services Analyst	4.3
Software Application Specialist	4.3
Network Administrator	4.2
Network Engineer	4.2
Support Services Administrator	4.2
GIS Administrator	4.1
Information Technology Project Leader	4.1
Network Operations Manager	3.3
<b>Information Technology Manager</b>	<b>3.3</b>
Chief Information Officer/Director of Information Technology	2.0

**To:** Members of Dublin City Council  
**From:** Dana L. McDaniel, City Manager   
**Date:** November 17, 2016  
**Initiated By:** Homer C. Rogers, Jr., Director of Human Resources  
**Re:** Ordinance 51-16 – Amending the “Compensation Plan” as it pertains to the Engineering Division.

## Background

In 2016, the Department of Public Works and Division of Engineering evaluated two vacant positions to determine how those positions could be best utilized to achieve greater efficiencies. The Department identified the need for personnel responsible for performing paraprofessional engineering and technical work in support of professional engineers. Specifically, additional technical assistance is needed to support the Senior Civil Engineer responsible for Utilities and the Infrastructure Asset Management Engineer. Upon a review of existing classifications, it was determined to create a new Engineering Technician classification family that will replace the Engineering Assistant and Engineering Project Coordinator positions and provide a clear career ladder with competitive pay rates with the market. This new Engineering Technician classification family will consist of Engineering Technician I and Engineering Technician II positions and provide our engineers with staff who have the appropriate level of qualifications and experience to perform a wide variety of paraprofessional engineering and technical work including:

- answer technical inquiries and provide routine information from the public;
- performs field investigations;
- research plans and files;
- utilize GIS &/or CADD software to produce and revise maps and engineering design drawings;
- organize and maintain working files of plans, specifications, drawings, cost estimates and other pertinent data related to projects;
- prepare reports and maintain records and files as necessary;
- calculate volumes, areas and quantities from field notes and working drawings; and
- other related duties.

## Summary

Attached for your consideration is Ordinance No. 51-16, amending Ordinance No. 73-06 (“Compensation Plan” for non-union personnel). Adoption of this ordinance will accomplish the following objectives:

- Eliminate and replace two current job classifications with two new classifications that are more reflective of current and future requirements of the positions within the Engineering Division
- New classifications are more reflective of commonly accepted titles and career progression within the Engineering industry.

- Enable the City to aggressively compete for and retain high quality candidates within the Engineering career field

The amendments contained within this legislation regarding the creation of new job classification titles and adjusted pay grades are consistent with those identified in the 2017 Operating Budget.

#### Section 1: Adjusted Classification

It is proposed to create two new job classifications. The new classification titles and corresponding pay grades would be grouped within the Engineering/Electrical Division. The proposed job family classifications are:

Engineering Technician I	Pay Grade 5.1
Engineering Technician II	Pay Grade 4.3

#### Section 2: Adjusted Classification

It is proposed that two current Engineering/Electrical job classification titles and corresponding pay grades be removed from the Compensation Plan. These titles and pay grades recommended for removal include:

Engineering Assistant	Pay Grade 5.3
Engineering Project Coordinator	Pay Grade 4.3

#### **Recommendation**

Staff recommends adoption of Ordinance 51-16 at the second reading/public hearing at the December 5 Council meeting.

Attachments: Exhibit A - Redline of job classifications and pay grades

## Exhibit A

### Engineering/Electrical

<b>Classification</b>	<b>Pay Grade</b>
Electrical Worker	5.3
<del>Engineering Assistant</del>	<del>5.3</del>
Engineering Project Inspector	5.1
<b>Engineering Technician I</b>	<b>5.1</b>
<b>Engineering Technician II</b>	<b>4.3</b>
<del>Engineering Project Coordinator</del>	<del>4.3</del>
Civil Engineer I	4.3
Civil Engineer II	4.2
Senior Civil Engineer	4.1
Engineering Manager	3.3
Director of Engineering	3.1

# RECORD OF ORDINANCES

Ordinance No. 51-16

Passed \_\_\_\_\_, 20\_\_\_\_

## AN ORDINANCE AMENDING SECTION 2 (WAGE & SALARY STRUCTURE/ADMINISTRATION) OF ORDINANCE NO. 73-06 ("COMPENSATION PLAN FOR NON-UNION PERSONNEL")

**WHEREAS**, Council has determined, upon the recommendation of the City Manager, that certain sections of the Compensation Plan for non-union personnel should be amended; and

**WHEREAS**, Council has determined that these amendments are necessary for the administrative and operational effectiveness of the City of Dublin and will enhance the City of Dublin's competitive position in the labor market, thus aiding in the recruitment and retention of a talented, high quality workforce; and

**WHEREAS**, Council desires that the City of Dublin remain an "Employer of Choice" in the Central Ohio region.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Dublin, State of Ohio, \_\_\_\_\_ of the elected members concurring, that:

**Section 1.** Section 2 (Wage & Salary Structure/Administration), paragraph A of Ordinance No. 73-06 be amended by incorporating the following new classification titles and corresponding pay grades under the functional categorical headings:

### Engineering/Electrical

Classification	Pay Grade
Engineering Technician I	5.1
Engineering Technician II	4.3

### Information Technology

Classification	Pay Grade
Information Technology Manager	3.3

**Section 2.** Section 2 (Wage & Salary Structure/Administration), paragraph A of Ordinance No. 73-06 be amended by eliminating the current job classification titles and corresponding pay grades:

### Engineering /Electrical

Classification	Pay Grade
Engineering Assistant	5.3
Engineering Project Coordinator	4.3

**Section 3.** This Ordinance shall take effect and be in force at the earliest point permitted by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor – Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk of Council