

RECORD OF ORDINANCES

Ordinance No. 19-17

Passed _____, 20____

AN ORDINANCE AMENDING SECTION 2 (WAGE & SALARY STRUCTURE/ADMINISTRATION) OF ORDINANCE NO. 15-17 ("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. 15-17 be amended by incorporating the following new classification titles and corresponding pay grades under the functional categorical headings:

Information Technology

Classification	Pay Grade
Director of Information Technology	3.1

Section 2. Section 14 (Overtime/Compensatory Time), paragraph C of Ordinance No. 15-17 be amended by adding to the listing of Fair Exempt positions under the Executive category of the Fair Labor Standards Act (FLSA) the position of **Director of Information Technology**, which shall appear directly under the Chief Information Officer.

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

Passed this _____ day of _____, 2017.

Mayor – Presiding Officer

ATTEST:

Clerk of Council



Office of the City Manager
5200 Emerald Parkway • Dublin, OH 43017-1090
Phone: 614-410-4400 • Fax: 614-410-4490

Memo

To: Members of Dublin City Council

From: Dana L. McDaniel, City Manager 

Date: April 6, 2017

Initiated By: Homer C. Rogers, Jr., Director of Human Resources

Re: Ordinance 19-17 – Amending the Non-Union Compensation Plan (Ordinance 15-17) as it pertains to the Information Technology Department

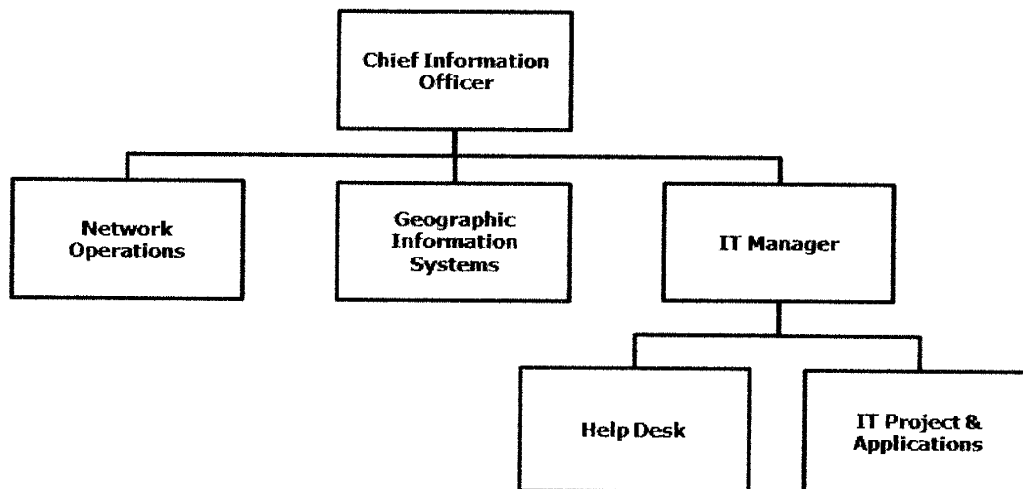
Background

On December 5, 2016 City Council passed Ordinance 51-16, which amended the Non-Union Compensation Plan (then Ordinance 73-06) and which created the position of IT Manager at Pay Grade 3.3. Since that time, discussions have occurred regarding the strategic role of the Chief Information Officer (CIO), Doug McCollough, as it pertains to supporting citywide interests and goals versus the direct management of the Information Technology Department. Through these discussions it has been determined that the creation of a separate Director of Information Technology (Pay Grade 3.1), which reports directly to the Chief Information Officer is better suited versus an Information Technology Manager (Pay Grade 3.3) to address the operational and day-to-day functions of the entire IT Department, which supports City staff and ongoing operations.

The strategic role of the CIO in Dublin has rapidly evolved due to the numerous initiatives that are occurring in and around the City. The CIO has become a critical partner to the Department of Development in working with current and potential new businesses in addressing their IT concerns related to conducting business in Dublin. The expansion of the DubLink fiber network, our ties to Smart Columbus, and the future of the developing Route 33 as a “Smart Mobility Corridor” are all examples of initiatives that demand a great deal of time from the CIO in advancing the interests of the city. This makes Dublin’s CIO unique when compared with the CIO in the corporate world who is normally focused on making IT decisions related to the support of the corporation itself. The Dublin CIO’s primary focus is more directed to advancing the overall Dublin community and its businesses and determining how the City government might work to aid this group of stakeholders in being successful. In all, it is estimated that Dublin’s CIO will spend upwards of 80% of his time working issues and building relationships outside of the internal day-to-day management of the IT Department and servicing the needs of City staff and their operations.

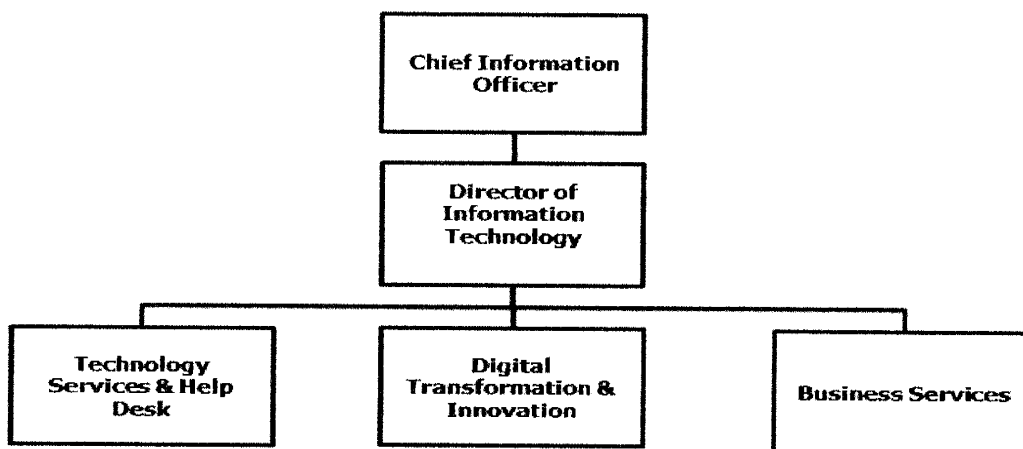
Operationally speaking, elevating the Information Technology Manager position to that of a Director of Information Technology allows this position to assume the day-to-day supervision, operations and management of the IT Department while working to support the goals and initiatives of the CIO. It will further facilitate the reorganization of the IT Department in order to better serve the City’s internal technology and support needs as this new Director of IT would be primarily responsible for the transition and ongoing management of the department.

Under the current construct, the CIO is directly responsible for the oversight of a Network Operations Section, a Geographic Informations Systems Section, and an Information Technology Manager who oversees the Help Desk and the Project & Applications section.



CURRENT INFORMATION TECHNOLOGY DEPARTMENT

Once the Director of IT position is approved and filled with a qualified individual, the CIO will then have the Director of IT as a direct report who will then oversee a newly formed Technology Services and Help Desk, which is responsible for all network and computer systems; a Digital Transformation and Innovation Section, which is responsible for all Geographic Information and Data analysis; and a Business Services Section, which is responsible for all IT related projects and implementations. This construct enables the CIO to then shift his primary focus on the more strategic goals and priorities of the City while the IT Director is primarily focused on operational matters in support of the CIO.



REORGANIZED INFORMATION TECHNOLOGY DEPARTMENT

The new Director of Information Technology will also be a key advisor and make recommendations to the CIO and City Manager regarding the needed future staffing levels for the IT Department as the City moves into the year 2018 and beyond. We do continue to assess workforce capacity versus demand placed upon the IT Department. We expect to make some additional recommendations regarding staffing levels needed to sustain current and future IT operations

while capitalizing on multiple opportunities to modernize our technology delivery and advance our internal initiatives.

Summary

Attached for your consideration is Ordinance No. 19-17, amending Ordinance No. 15-17 (“Compensation Plan” for non-union personnel). Adoption of this ordinance will accomplish the following objectives:

- Allow the Chief Information Officer to shift his primary focus to the strategic needs of the City of Dublin while still maintaining overall responsibility for the Information Technology Department
- Provide a new Director of Information Technology job classification, subordinate to the Chief Information Officer, to better address operational needs and manage the internal business of the Information Technology Department, provide day-to-day supervision and escalation, and coordinate the delivery of traditional IT services while the IT Division roles expand to take advantage of new demands and opportunities
- Enable the City to continue on a path of improving technology use and innovation

The amendments contained within this legislation regarding the creation of a new job classification title, when combined with other associated personnel changes will result in an annual increase of approximately \$2,258 to the payroll approved in the 2017 Operating Budget. Current vacancies since January 1, 2017 in both the IT Manager and the Support Service Administrator, which will both remain vacant for the duration of 2017 will result in an overall net savings to the IT Department payroll.

Section 1: New Classification

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

Director of Information Technology

Pay Grade 3.1

Recommendation

Staff recommends adoption of Ordinance 19-17 at the second reading/public hearing on April 24, 2017.

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

Exhibit A

Information Technology

Classification	Pay Grade
Chief Information Officer	2.0
Director of Information Technology	3.1
Information Technology Manager	3.3
Network Operations Manager	3.3
Information Technology Project Leader	4.1
GIS Administrator	4.1
Support Services Administrator	4.2
Network Engineer	4.2
Network Administrator	4.2
Software Application Specialist	4.3
Senior Support Services Analyst	4.3
Senior GIS Analyst	4.3
GIS Analyst	5.1
Support Services Analyst	5.1