



DATE: January 10, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Network Systems Specialist

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Network Systems Specialist to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

As technology advances, the demands on the Information Technology Department increase. The Information Systems Specialist job description has been updated to reflect new skills needed as they relate to the implementation of new technologies including Storage Area Network (SAN), Voice over Internet Protocol (VoIP), and virtual server infrastructure.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

With constant advancement in information technology, the Network Systems Specialist job description has been updated to reflect the new skills needed due to the introduction of Storage Area Network (SAN), Voice over Internet Protocol (VoIP) and virtual server infrastructure needed at the City of Hayward. The Network Systems Specialist job description was revised to update the definition, distinguishing characteristics, and experience and education. The changes to the Network Systems Specialist job description were shared with and agreed to by representatives of Hayward Association of Management Employees (HAME).

The changes to the job description are as follows:

DEFINITION

Removed: "...creation..."

Added: "...SAN, virtual server infrastructure..."

DISTINGUISHING CHARACTERISTICS

Removed: "...Plixer Scrutinizer, network installation, administration, monitoring, security, and troubleshooting."

Added: "...VoIP, SAN and virtual server infrastructure."

EXPERIENCE AND EDUCATION

Licenses and Certificates:

Added: "MCSE or MCSA highly desirable."

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the Council's Strategic Initiatives.

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

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Recommended by: Nina S. Collins, Human Resources Director

Approved By:



Kelly McAdoo, City Manager