TO: MAYOR and CITY COUNCIL
FROM: TERRY PARKER, Director of Human Resources
SUBJECT: RESOLUTION AMENDING THE UNREPRESENTED MANAGEMENT/CONFIDENTIAL EMPLOYEES COMPENSATION PLAN BY ESTABLISHING THE POSITIONS AND ALLOCATING THE SALARIES FOR DEPUTY FIRE CHIEF I AND DEPUTY FIRE CHIEF II; AND AMENDING THE MID-MANAGEMENT/SUPERVISORY LEVEL BARGAINING UNIT BY ESTABLISHING THE POSITION, ALLOCATING THE SALARY, AND ADOPTING THE CLASS SPECIFICATION FOR COMPUTER APPLICATIONS PROGRAMMER SUPERVISOR (AS/400)

RECOMMENDATION

Adopt a resolution amending the Unrepresented Management/Confidential Employees Compensation Plan by establishing the positions and allocating the salaries for Deputy Fire Chief I and Deputy Fire Chief II (Exhibit A); and amending the Mid-Management/Supervisory Level Bargaining Unit by establishing the position, allocating the salary (Exhibit B), and adopting the class specification for Computer Applications Programmer Supervisor (AS/400) (Exhibit C).

DISCUSSION
(Deputy Fire Chief I/II)

Background

Fire Chief W. Gary Gillis has submitted a recommendation regarding the upper command structure of the Fire Department, which the City Manager has endorsed.

The Stockton Fire Department is comprised of 254 authorized sworn positions and another 73 civilian positions. The Fire Department is second only to the Stockton Police Department in size and is considered large by all standards. The magnitude of issues, particularly in recent years and specifically in the light of expanded emergency medical services, requires consideration of reorganization in order to run the Fire Department more effectively and efficiently.

Present Situation

Chief Gillis is recommending that, along with the position of Fire Chief, the position of Deputy Fire Chief be broadened to include two levels, Deputy Fire Chief I and Deputy Fire Chief II. The Deputy Fire Chief I position, of which there would be three (3), would
RESOLUTION AMENDING THE UNREPRESENTED MANAGEMENT/CONFIDENTIAL EMPLOYEES COMPENSATION PLAN BY ESTABLISHING THE POSITIONS AND ALLOCATING THE SALARIES FOR DEPUTY FIRE CHIEF I AND DEPUTY FIRE CHIEF II; AND AMENDING THE MID-MANAGEMENT/SUPERVISORY LEVEL BARGAINING UNIT BY ESTABLISHING THE POSITION, ALLOCATING THE SALARY, AND ADOPTING THE CLASS SPECIFICATION FOR COMPUTER APPLICATIONS PROGRAMMER SUPERVISOR (AS/400)

be responsible for Fire Prevention, Emergency Communications, Emergency Medical Services, Training, and Administration, which will include development and implementation of goals and objectives, and directing the work of Battalion Chiefs and other subordinate personnel. In accordance with article XXV, section 2501 of the City Charter, the positions of Deputy Fire Chief I and Deputy Fire Chief II are Classified positions, subject to the Civil Service Act (article XXV).

The Deputy Fire Chief II position would be the working lead level in the Deputy Fire Chief series, responsible for the administration and direction of all operational activities of the Fire Department, with emphasis on personnel matters. This position would work closely with the Fire chief and assume full responsibility for the Fire Department in the absence of the Fire Chief.

City Manager Mark Lewis has given his support for this reorganization and feels that it is critical to the overall management of the Fire Department.

After the position is established by the City Council, the new class specification will be forwarded to the Civil Service Commission for public hearing and adoption into the Classification Plan of the City of Stockton, after public comments by the affected bargaining units.

FINANCIAL IMPACT

The proposed reorganization does not add additional personnel; rather it takes one existing Deputy Fire Chief position and elevates it to a Deputy Fire Chief II classification. There are sufficient existing funds in the Fire Department Account No. 010-2610-530.10-10 to accommodate these changes.

DISCUSSION
(Computer Applications Programmer Supervisor (AS/400))

Background

The IBM iSeries (AS/400) computer system has been used by several agencies for a number of years. The computer system was developed to allow several system environments to run together on one system and is used in numerous government
RESOLUTION AMENDING THE UNREPRESENTED MANAGEMENT/CONFIDENTIAL EMPLOYEES COMPENSATION PLAN BY ESTABLISHING THE POSITIONS AND ALLOCATING THE SALARIES FOR DEPUTY FIRE CHIEF I AND DEPUTY FIRE CHIEF II; AND AMENDING THE MIDDLE-MANAGEMENT/SUPERVISORY LEVEL BARGAINING UNIT BY ESTABLISHING THE POSITION, ALLOCATING THE SALARY, AND ADOPTING THE CLASS SPECIFICATION FOR COMPUTER APPLICATIONS PROGRAMMER SUPERVISOR (AS/400)

agencies across the United States. The iSeries has been the City’s primary financial computer system since December 1990.

The City of Stockton was extremely fortunate to hire and retain a very qualified candidate in July of 1991. This employee had a very extensive iSeries background and provided the needed system support (which included all security for the data and the system) until his retirement in July 2002. As Information Technology’s iSeries programmers and system support staff have retired from the City, it has been extremely difficult to recruit and hire qualified iSeries support staff. The position of Computer Applications Programming Supervisor has been vacant since July 2002 and the most recent recruitment to fill that vacancy closed on August 13, 2004.

A review of the last four to five recruitments indicates that most of the candidates with iSeries experience did not possess a four year degree. It is apparent that when many began working in the IBM System 32/36/38/iSeries (AS/400) arenas that they did not pursue formal education or if they did, they did not complete the degree requirements. Most or all of their iSeries experience was on-the-job-training or specialized iSeries training classes.

Since our last AS/400 programmer retired in July 2002, the City has employed him on an as-needed basis for specific system security issues and assistance with system upgrades for hardware and software. This has helped Information Technology iSeries staff with this continued vacancy.

Present Situation

Filling this vacancy with a qualified iSeries candidate is very important to the on-going maintenance, support and growth of the City’s main computer system. Information Technology is in the beginning stages of some major enhancements for the iSeries software.

As stated previously, there are a number of applicants who possess experience with iSeries, but do not possess the required four-year degree. The creation of a new class specification will allow for specific applicants to qualify under a broader range of education and iSeries experience patterns. This proposed adoption will allow experienced candidates to be knowledgeable and effective upon hire with little or no training required.
RESOLUTION AMENDING THE UNREPRESENTED MANAGEMENT/CONFIDENTIAL EMPLOYEES COMPENSATION PLAN BY ESTABLISHING THE POSITIONS AND ALLOCATING THE SALARIES FOR DEPUTY FIRE CHIEF I AND DEPUTY FIRE CHIEF II; AND AMENDING THE MID-MANAGEMENT/SUPERVISORY LEVEL BARGAINING UNIT BY ESTABLISHING THE POSITION, ALLOCATING THE SALARY, AND ADOPTING THE CLASS SPECIFICATION FOR COMPUTER APPLICATIONS PROGRAMMER SUPERVISOR (AS/400)

FINANCIAL IMPACT

The proposed class specification to be adopted does not add additional personnel; rather it takes an existing position to be utilized in a vital, specific area of need for the City of Stockton. There are sufficient funds in the Administration Services ISF Account No. 010-502-5111 to accommodate this change.

Respectfully submitted,

TERRY PARKER
DIRECTOR OF HUMAN RESOURCES

APPROVED:

Mark Lewis
City Manager
ADDENDUM

To the

UNREPRESENTED MANAGEMENT/CONFIDENTIAL EMPLOYEES COMPENSATION PLAN

(Effective January 1, 1997 through December 31, 2008)

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ADDENDUM

To the

MID-MANAGEMENT/SUPERVISORY LEVEL BARGAINING UNIT

(Effective January 16, 2000 through December 31, 2008)

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<td>Computer Applications Programmer Supervisor (AS-400)</td>
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APPROVED:

MID-MANAGEMENT/SUPERVISORY LEVEL BARGAINING UNIT

By: ________________________
May Prosser Strong
Its: Labor Representative

By: ________________________
Robert Evans
Its: President
City of Stockton

COMPUTER APPLICATIONS PROGRAMMING SUPERVISOR iSeries (AS/400)

DEFINITION

Under direction, plans, organizes, and directs activities related to systems programming/systems administration of iSeries (AS/400); designs and programs applications to business, accounting, financial, and other systems and procedures on a Citywide basis relating to the iSeries (AS/400) system only; performs related work as assigned.

CLASS CHARACTERISTICS

This is a supervisory class with responsibility for the day-to-day supervision of the Computer Applications and Programming Section iSeries (AS/400), and the coordination and review of computer systems analysis, programming, and applications project work on the iSeries (AS/400) system. This class is distinguished from the Computer Applications Programming Supervisor in that the latter has overall management responsibility for City mainframe computer systems operations, maintenance, applications, and programming, not relating to iSeries (AS/400).

PRINCIPAL DUTIES (Illustrative only)

1. Assists in the development and implementation of section goals, objectives, policies, procedures, and work standards.
2. Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff; selects staff and provides for their training and professional development.
3. Oversees security for the iSeries (AS/400) system; maintains object level and menu security, and exit programs.
4. Maintains logical partitions and peripheral devices (including optical devices); sets up and maintains test environments.
5. Provides technical assistance and advice to other departmental and City staff in areas of responsibility using the iSeries (AS/400) system; provides system support as needed.
6. Responsible for migrations and installations of iSeries (AS/400) hardware and software.
7. Conducts studies of information flow and designs and implements compatible systems; prepares related documentation and assists with system development standards.
8. Codes, maintains, and troubleshoots computerized programs; prepares documentation and assists with programming standards for iSeries (AS/400).
9. Provides consultation for programmers with complex program considerations and applications and assists with problem solving.
10. Prepares operational flow charts; determines feasibility and methods of computer technology.
11. Establishes workflow and procedures for the implementation of systems.
12. May write and edit complex computer programs and prepare procedure and user manuals; prepares and maintains records of section projects and activities.
13. Assists with special computer studies and research.
14. Maintains a current knowledge of computer systems technology, CL programming, RPG programming and HTML.

MINIMUM QUALIFICATIONS

Possession of a Bachelor’s degree from an accredited four-year college or university with major course work in computer science, mathematics, business, public administration, or a closely related field and two-years of journey-level system experience, which has involved responsibility for computer systems applications and/or programming using iSeries (AS/400).

OR

Possession of an Associate of Arts degree or 60 semester units from an accredited college or university with major course work in computer science, mathematics, business, public administration or a closely related field and four-years of journey-level system experience, which has involved responsibility for computer systems applications and/or programming using iSeries (AS/400).

OR

Possession of a high school diploma or GED and six-years of journey-level system experience, which has involved responsibility for computer systems applications and/or programming using iSeries (AS/400).

Other Requirements:

Specified positions may require the use of a valid California driver’s license.

Knowledge of:

- Principles, practices, and methods of computer programming, systems analysis, and development of new computer applications using iSeries (AS/400);
- Computerized equipment capabilities, including electronic data processing and systems hardware;
Exhibit C

City of Stockton
COMPUTER APPLICATIONS PROGRAMMING SUPERVISOR iSeries (AS/400)
Page 3 of 3

- Principles and techniques for evaluation of work processes for new or revised computer applications;
- Principles of technical report preparation, including computer research and analysis techniques;
- Accessing the iSeries (AS/400) from the Network;
- Statistical methods and formulae;
- Principles and practices of employee supervision, including selection, training, evaluation, and discipline.

Skill in:

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff;
- Conducting complex computer systems and procedures analyses and making sound recommendations for new applications using iSeries (AS/400);
- Reviewing and analyzing computer user needs and developing effective hardware and software solutions;
- Developing detailed programming specifications and writing complex computer programs;
- Preparing clear and concise reports and other written materials;
- Maintaining organized and accurate records;
- Establishing and maintaining effective working relationships with those contacted in the course of the work.