	CITY OF NATIONAL CITY **CIVIL SERVICE COMMISSION** **REGULAR MEETING** **5:30 P.M., Thursday, MARCH 8, 2018** **Civic Center, Large Conference Room, 2nd Floor** **1243 National City Blvd.** **National City, California 91950**

UPON REQUEST, THIS AGENDA CAN BE PROVIDED IN ALTERNATIVE FORMAT TO ACCOMMODATE ANY INDIVIDUAL NEEDS.
PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT (619) 336-4300 OR BY E-MAIL AT hr@nationalcityca.gov *TO*
REQUEST ACCOMMODATION, INCLUDING ANY AUXILIARY AIDS OR SERVICES.

1. **CALL TO ORDER AND ROLL CALL**

   ❑ Chairperson Courtney　　　❑ Commissioner Garcia　　　❑ Commissioner Sendt
   ❑ Vice Chairperson Coyote　　❑ Commissioner Puhn

2. **SALUTE TO THE FLAG**

3. **PUBLIC COMMUNICATIONS**

4. **APPROVAL OF MINUTES**

   A.　　Regular Meeting of January 11, 2018

5. **REPORTS FOR FILE**

   A.　　Personnel Report
   B.　　Report of Vacancies

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

   A.　　Request to amend class specifications for Management Information Systems Technician I,
   Management Information Systems Technician II and Management Information Systems
   Manager; and to change the titles to Information Technology Technician, Information
   Technology Analyst and Information Technology Manager, respectively

   B.　　Action Item:

   • Part a: Request to create a new classification titled Payroll Technician I

   • Part b: Request to revise classification of Payroll Technician to Payroll Technician II

   • Part c: Proposed amendment to Civil Service Rule II, Section 206A to allow for career
   advanceable progression from Payroll Technician I to Payroll Technician II

8. **STAFF COMMENTS**

9. **COMMISSIONER COMMENTS**

10. **ADJOURNMENT**

CITY OF NATIONAL CITY
MEMORANDUM

DATE: March 8, 2018

TO: City of National City Civil Service Commission

FROM: Stacey Stevenson, Deputy City Manager

SUBJECT: Request to Amend Class Specifications for Management Information Systems
            Technician I, Management Information Systems Technician II and Management
            Information Systems Manager; and to change the titles to Information Technology
            Technician, Information Technology Analyst and Information Technology
            Manager, respectively.

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Consistent with staff's practice of periodically reviewing classifications and class specifications, a recent review of the Management Information Systems (MIS) series was conducted. The classifications in the series are Management Information Systems Technician I, Management Information Systems Technician II and Management Information Systems Manager. The classification specifications for this series were created in May, 1999 and have not been revised in the last 19 years. Information Systems, or IT as it is commonly referred, is an ever evolving field. Working with the MIS Manager, staff sought to update the duty statements and the minimum qualifications based on current workplace norms and expectations for these positions providing varied technical support organization wide.

In addition to the description of the duties and the minimum qualifications, staff determined that the naming convention adopted in 1999 is inconsistent with the current industry naming convention for such positions in other cities in the San Diego region. Further, the naming convention of MIS Technician I and II has caused some confusion among staff and applicants. In general, the designations of I and II are often used to differentiate entry level from journey level. In the case of the City's MIS series, the MIS Technician I is the designation for the positions that provide support for the City's desktop systems with the MIS Technician II denoting those that provide network systems support. As such, one position is not subordinate to the other nor entry level. Both positions are journey level, performing different IT duties. The proposed new titles are intended to eliminate such confusion and be more reflective of the field.

RECOMMENDATION

a. Approve the amended classification specifications for Management Information Systems
    Technician I, Management Information Systems Technician II and Management
    Information Systems Manager.
b. Approve the title changes for the Management Information series as follows:

Current Title	Proposed Title
Management Information Systems Technician I	Information Technology Technician
Management Information Systems Technician II	Information Technology Analyst
Management Information Systems Manager	Information Technology Manager

Attachments:
- Current Management Information Systems series classification specifications
- Draft Information Technology series classification specifications

MANAGEMENT INFORMATION SYSTEMS TECHNICIAN I	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: May 13, 1999

DEFINITION
Under general direction, to perform highly specialized work analyzing, developing, implementing, maintaining, and training of operating systems software on the City's computers and systems; perform highly specialized communication network support; develop, install, and monitor systems applications; facilitate network computing, which integrates heterogeneous processing and dispersed user groups; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS
This is a journey-level technical classification, capable of and responsible for independently performing the full range of operating and coordinating various information systems and requiring the use of independent judgment and the application of technical skills.

EXAMPLES OF TYPICAL DUTIES
The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Under general supervision, plans and installs microcomputer hardware and associated peripherals; installs, configures, repairs, and maintains personal computers, computer software, and database software; customizes installations; evaluates software product requirements such as word processors and spreadsheets; evaluates hardware such as computer platforms, monitors, and tape backup drives for compatibility with software; performs feasibility studies to determine application at department and central offices; assists users with service related to or relocation of workstations and determining appropriate applications software; provides training to other City employees on computer systems and phone and voice mail systems; performs related work as required.

MINIMUM QUALIFICATIONS
Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: 30 units of college courses with specialized training in computers and software programs; and two (2) years of experience in the use, maintenance, and repair of mainframe or personal computers and related software, including wiring, troubleshooting, and installation.

Knowledge and Skills in: Data entry practices and procedures, including format development; principles and applications of data processing, including mainframe computers, personal computers, and electronic telephone systems; requirements and procedures for set-up, routine maintenance, troubleshooting, and repair of computers and related equipment; software and electronic telephone systems; and basic prioritizing and scheduling principles.

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Ability to: Utilize a keyboard and a telephone; visually read information on a CRT and recognize colors; train others in work procedures; use initiative and sound judgment within established guidelines; work with users, software, and equipment to troubleshoot and resolve questions and problems; organize, prioritize, and coordinate work activities; establish and maintain effective working relations with those contacted in the course of work; operate data entry, computer, and electronic telephone system equipment.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS
None.

MANAGEMENT INFORMATION SYSTEMS TECHNICIAN II	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: May 13, 1999

DEFINITION
Under general supervision, to perform a variety of duties to support the operation and maintenance of City-wide Local/Wide Area Network (LAN/WAN) software; implement office automation systems; and perform related work as required.

EXAMPLES OF TYPICAL DUTIES
The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Provide maintenance and support services for the City's LAN/WAN, including installation, configuration of hardware/software, and related network/communication equipment; provide operational support for the LAN/WAN, including daily system backups, network connectivity, and printing performance; provide operational and end-user support for the Exchange e-mail and Internet firewall system; support and maintain the City's Web and intranet presence; administer the City's telecommunication system (voice communication and voice mail); coordinate systems maintenance and upgrades; provide training to City employees on network systems, Internet access, and e-mail; add, delete, and modify user access to the City's LANs; analyze network traffic and recommend ways to improve efficiency; maintain network hardware; efficiently manage software installed on the network; research and provide technical support for networking microcomputers and connecting office personal computers to the mainframe computer system; support other City data processing needs as applicable; perform other related duties as assigned.

MINIMUM QUALIFICATIONS
Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: 60 units of college-level courses in information systems or related field with two (2) years of experience in computer operation, including operation and maintenance of Microsoft NT operating system, MS Exchange, and Internet connectivity.

Knowledge and Skills in: Computer software and hardware operations and equipment (peripherals); local area network concepts, wiring, hubs, routers, and network operating systems; principles and practices of professional technical computer hardware and software debugging and other troubleshooting procedures.

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Ability to: Analyze complex computer systems dealing with municipal government applications; install various microcomputer hardware and software; solve the more difficult computer usage problems; work well with vendors and outside contractors and contacts; administer maintenance contracts and license agreements; apply knowledge of generic software applications such as electronic spreadsheets, database management, and word processing; apply knowledge of local area network connection, maintenance, and troubleshooting principles and practices; read and interpret complex technical documents, reports, and instructions; follow both oral and written instructions; establish and maintain effective working relations with others; train others on the appropriate use of software and hardware once it is installed; prioritize and organize work; write specifications and reports as needed.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS
Microsoft Certified Professional (MCP) certification is desirable.

MANAGEMENT INFORMATION SYSTEMS MANAGER	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: May 13, 1999

DEFINITION
Under general direction, to perform highly responsible administrative and technical work in the development and operation of municipal information systems; supervise and coordinate the work of professional and technical staff involved in a variety of information system technology activity; and perform related work as required.

EXAMPLES OF TYPICAL DUTIES
The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Recommend and implement policies, procedures, and standards relating to information system and technology activities; supervise the development, design, and maintenance of software systems to meet the needs of user departments; assign, coordinate, and prioritize work to subordinate personnel, providing instructions and guidance; develop, design, and maintain the City's information system; manage and administer the City's Local/Wide Area Network; provide network engineering and system integration support; develop and manage the City's Web and intranet presence; perform complex analyses of system applications and design; manage, coordinate, and evaluate outside IT consultant's work; develop and execute plans to modernize the City's IS assets, researching and conducting analysis on cost/benefit, equipment utilization, and project feasibility; plan, schedule, and direct computer programs/system implementation; advise and otherwise provide assistance to directors and other City personnel regarding information systems-related issues, applications, services, or equipment; supervise and participate in the training of City personnel in the uses and capacities of information systems and technical equipment; prepare and present reports regarding project feasibility, equipment utilization, project development, and the cost of applications; participate in the development and administrations of the department budget; prepare budget projections; attend conferences, meetings, or other functions as the City representative; participate in the selection of subordinates; plan and implement employee training; evaluate employee performance; initiate disciplinary action; maintain professional currency in information systems technologies; perform other related duties as assigned.

MINIMUM QUALIFICATIONS
Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: equivalent to a bachelor's degree in information systems or closely related field from an accredited college or university; and at least two (2) years of progressively responsible experience in computer systems operation, programming, and/or systems analysis, including or supplemented by some supervisory experience.

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Knowledge and Skills in: Computer networking and systems, including knowledge of database systems and computer systems compatible with the City's technology assets; operation and applications of information processing equipment, methods, principles, and practices as related to municipal operations and management information systems; information systems management, and general administrative practices and techniques; methods and techniques of supervision.

Ability to: Supervise others involved in related activity; make judgmental decisions concerning equipment needs, scope of assignments, and allocation of computer time; prepare and present reports; communicate effectively, both orally and in writing; work effectively and cooperatively with information systems users and department staff.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS
Microsoft Certified System Engineer (MCSE) certification is desirable.

INFORMATION TECHNOLOGY TECHNICIAN (CONFIDENTIAL POSITION)	CITY OF NATIONAL CITY
CLASS SPECIFICATION	**Approved:**

DEFINITION

Under general direction, performs a variety of routine to difficult tasks related to information and telecommunication systems; maintain and support the City's desktop and mobile hardware and software; perform a wide variety of technical duties involved in installation, repair, and maintenance of personal computers, peripherals, phone system, and equipment. The position's primary responsibilities are the implementation and support of all networked computers (and their peripherals), printers, Help Desk support and basic system administration.

DISTINGUISHING CHARACTERISTICS

This is a journey-level technical classification, capable of and responsible for independently performing the full range of operating and coordinating various information systems and requiring the use of independent judgment and the application of technical skills.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Under general supervision, receive, log and track all calls from users related to problems and questions; install new and/or update computer workstations, printers and peripherals, and client software; tests desktop and mobile computer configurations for incorporation into standards; respond to user requests for hardware or software assistance and help troubleshoot and solve computer and network problems; completes user move/add/change requests; inventory computer equipment and maintains computerized inventory system; orders and maintains computer supplies; read hardware and software documentation for the purpose of carrying out core assignments and assisting users with identifying or solving problems; troubleshoot a wide range of client and network problems in addition to repairing personal computers, servers, and peripheral equipment; perform regular maintenance functions to assure maximum performance and reliability; perform software installs, configurations and upgrades for desktop and mobile and mobile computer systems; develop, enhance and maintain technical documentation; develop and provide training for City departments for IT supported software; schedule vendor maintenance and repair activities; keep current on trends, developments, innovations, and equipment, used in desktop and mobile and mobile systems, anti-virus software, office automation, graphics, spreadsheets, and word processing; assist in projects as assigned

MINIMUM QUALIFICATIONS

Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: 30 units of college courses with specialized training in computers and software programs; and two (2) years of experience in the use, maintenance, and repair of mainframe or personal computers and related software, including wiring, troubleshooting, and installation.

Knowledge and Skills in: Operation of desktop and mobile hardware (PC, laptop and thin-client) and software (operating systems and applications); familiar with local area networks (LAN) and remote access troubleshooting; principles and operations of management information systems and peripheral equipment (computers, networks, phones, internet, software and hardware applications, cabling printers, routers data; voice communications equipment and services; computer hardware and software application use, configuration, installation and maintenance; basic electronics methods, techniques, parts, tools, and materials used in the maintenance and repair of a wide variety of electronic and communications systems including telephone, voice mail, fax, and related microcomputer systems;

Ability to: Maintain effective working relationships with those contacted in the course of work; exercise time-management, documentation, organizational and communication skills; communicate clearly and concisely, both orally and in writing; troubleshoot and resolve computer, network and product problems; escalate and ask for assistance to resolve problems; assist in establishing standards for personal computers system resources; analyze and evaluate software and hardware products and upgrades; organize, prioritize, and coordinate workload activities; stay current with new technology developments; recommend appropriate revisions to processes and procedures and make process improvement changes to streamline procedures.

Incumbents must also have the ability to walk, sit, bend and stoop, traverse uneven terrain, lift objects up to 40 pounds without assistance, and lift objects up to 75 pounds with assistance.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's License or other means that would allow for the ability to commute to City facilities or other sites for meetings, trainings, and to provide technical support or a review of technology needs.

INFORMATION TECHNOLOGY ANALYST (CONFIDENTIAL GROUP)	CITY OF NATIONAL CITY
CLASS SPECIFICATION	**Approved:**

DEFINITION

Under general direction performs a variety of complex tasks related to information systems functions, activities and operations related to the City's multi-user and server-based computer systems; maintain and support the City's local and wide area data network systems, voice system, network servers and infrastructure, as well as desktop and mobile hardware and software; perform a wide variety of complex technical duties involved in installation, repair, and maintenance of personal computers, network servers, network infrastructure, peripherals, phone system, and equipment; provide support and maintenance to the City's third party developed software; and perform other related duties as assigned.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Provide first and second level support for desktop and mobile computers; receive, log and track all calls from users related to problems and questions; install new and/or update PC hardware components and client software; respond to user requests for hardware or software assistance and help troubleshoot and solve PC and Network problems; complete move/add/change requests; monitor and maintain windows enterprise servers; set up and maintain user security access on LAN/WAN, remote Cloud-based and telephone systems; perform backups on LAN/WAN servers, and telephone systems; troubleshoot a wide range of client and network problems in addition to repairing personal computers, servers, and peripheral equipment; monitor and troubleshoot the network infrastructure and perform Network Administrator tasks; develop, enhance and maintain technical documentation; install, configure and support a virtualized server environment; maintain and support all servers (email, intranet and internet web sites, content management software, web server, video streaming); install, configure and support third-party software and legacy applications; schedule vendor maintenance and repair activities; provide additional third-party support for department specific applications; develop and provide training for City departments on the use and application of hardware and software; maintain city-wide inventory of network, telecommunications and computer hardware, software, books, manuals and other related documents; generate reports as requested by city departments; keep current on trends, developments, innovations, and equipment, used in desktop and mobile systems, anti-virus software, office automation, graphics, spreadsheets, and word processing; assist in projects as assigned; analyze and evaluate vendor supplied software and hardware products; coordinate the acquisition, installation and application of vendor products.

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MINIMUM QUALIFICATIONS

Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: 60 units of college-level courses in information systems or related field with two (2) years of experience in computer operation, including operation and maintenance of operating systems, exchanges, and internet connectivity.

Knowledge and Skills in: Current principles and practices related to server virtualization, Enterprise Servers (Email, Web, SQL Server and Terminal Server services); desktop and mobile hardware (PC, laptop and thin-client) and software (operating systems and applications) support; familiar with local area networks (LAN) and remote access troubleshooting; network knowledge and LAN fundamentals, including network interface connection and user installation, various network topologies, LAN administration, servers, switches and network architecture; voice communications equipment and services including modems, cabling plans, and coaxial and fiber optic cables; computer hardware and software applications and associated security and backup procedures firewall and network security; basic electronics methods, techniques, parts, tools, and materials used in the maintenance and repair of a wide variety of electronic and communications systems including telephone, voice mail, fax, and related microcomputer systems; operating, installing, maintaining, configuring, and troubleshooting a variety of computers, local and wide area network equipment, servers, and peripherals, including but not limited to desktop and mobile computers, servers, routers, hubs, switches, audio/visual equipment, telephone equipment and accessories, mobile computing (vehicular) systems and wireless access devices.

Ability to: Analyze complex computer systems dealing with municipal government applications; install various microcomputer hardware and software; solve the more difficult computer usage problems; work well with vendors and outside contractors and contacts; administer maintenance contracts and license agreements; apply knowledge of generic software applications such as electronic spreadsheets, database management, and word processing; apply knowledge of local area network connection, maintenance, and troubleshooting principles and practices; read and interpret complex technical documents, reports, and instructions; follow both oral and written instructions; establish and maintain effective working relations with others; train others on the appropriate use of software and hardware once it is installed; prioritize and organize work; write specifications and reports as needed.

Incumbents must also have the ability to walk, sit, bend and stoop, traverse uneven terrain, lift objects up to 40 pounds without assistance, and lift objects up to 75 pounds with assistance.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's License or other means that would allow for the ability to commute to City facilities or other sites for meetings, trainings, and to provide technical support or a review of technology needs.

INFORMATION TECHNOLOGY MANAGER	CITY OF NATIONAL CITY
CLASS SPECIFICATION	**Approved:**

DEFINITION

Under general direction, manages the planning, budgeting, implementation, maintenance and security of City-wide information technology tools, including information systems, facilities, software, equipment, communications, staffing and training; ensures that systems development proceeds in a logical, integrated fashion to meet the needs of the City and its operating departments; oversee the City's inventory of its capital investment in information technology tools.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Recommend and implement policies, procedures, and standards relating to City-wide information and communications management; develops and updates City guidelines for resource expenditure, project control, data and equipment security, information privacy, internal controls, and contingency plans; recommends overall strategy for the planning, use and coordination of information processing technology and services including the evaluation of current and proposed systems; negotiates and administers contracts for hardware and software acquisition, implementation, maintenance and for telecommunications consulting services; supervises minicomputer and PC support and applications development, including local area networks and wide area networks support and development; oversees the annual planning process for information systems in each department and ensures that consistent, integrated City-wide systems planning is ongoing; monitors significant trends in office automation, electronic mail, system networks, telecommunications, voice mail, geographic information systems, optical scanning systems and other state-of-the-art technologies; prepares annual budget information and assists departments in preparing cost estimates related to information and communications systems and equipment; develops and participates in an on-going computer training program for all City personnel; supervises operation and maintenance of City-wide telephone and voice mail systems; consults with department personnel regarding implementation or revision of new systems, alternatives and improvements; supervises the preparation of periodic and routine reports on operating performance, equipment and application utilization, level of efficiency and standards of service; conducts needs analysis, documents requirements and negotiates with vendors for consulting services, hardware, software and training for City staff; maintains liaison with equipment manufacturers; and software vendors; representatives to ensure satisfactory support; supervises technical support staff in maintaining efficient operation of the City's information and communications systems.

MINIMUM QUALIFICATIONS

Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: equivalent to a bachelor's degree in information systems or closely related field from an accredited college or university; and at least two (2) years of progressively responsible experience in computer systems operation, programming, and/or systems analysis, including or supplemented by some supervisory experience.

Knowledge and Skills in: Principles and applications of information technology tools, including planning and development of information and telecommunications systems applicable to municipal government and similar service-based organizations; trends in computer technology as applied to business and information systems management including capacity, characteristics, capabilities and limitations of computers, telecommunications, operating systems, software and peripheral equipment; information systems architecture and personal computer hardware, software, operations, procedures analysis, design and maintenance requirements; telecommunications and voice mail technology; principles and practices of supervision and employee development; public sector budgetary techniques and controls; policy development and implementation; computer networking and systems, including knowledge of database systems and computer systems compatible with the City's technology assets; operation and applications of information processing equipment, methods, principles, and practices as related to municipal operations and information systems management; information systems management, and general administrative practices and techniques; methods and techniques of supervision; budget analysis and preparation including ability to make cost projections, cost-benefit analyses and monitor expenditures; troubleshooting hardware and software problems and securing appropriate support.

Ability to: Analyze complex problems and make sound decisions and recommendations; research, understand and apply proposed new technology to City operations; establish and maintain effective working relationships with a wide variety of people; motivate and supervise individuals and elicit cooperation from groups to achieve tasks, fully utilize systems and meet program goals; effectively learn and apply related policies, procedures and practices affecting information services; identify needs, ways and means for achieving improvement and efficiency; communicate clearly orally and in writing; conduct needs analysis and other ongoing methods of soliciting city-wide department input regarding system efficiencies, utilization, problems and potential solutions; plan and coordinate projects by identifying priorities and deadlines for completion; communicate technical information in non-technical terms; develop and recommend long term plans and strategies for continued effective use of automated resources.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS
Possession of a valid California Class C driver's license or other means that would allow for the ability to commute to meetings, conduct site visits, and attend other special events throughout the county.

DATE: March 8, 2018

TO: City of National City Civil Service Commission

FROM: Stacey Stevenson, Deputy City Manager

SUBJECT: Request for the creation of a Payroll Technician series through the creation of a
               new classification of Payroll Technician I; a title change of the existing Payroll
               Technician to Payroll Technician II; the designation of Payroll Technician I as
               career advanceable to Payroll Technician II through an amendment of Civil
               Service Rule II, Section 206A.

The City of National City classification system includes the single incumbent classification of
Payroll Technician responsible for: performing a variety of responsible and complex clerical and
accounting work in the preparation of City payroll; and maintaining related records and reports.
With this request, staff seeks to create an entry-level classification of Payroll Technician I.

After having been filled by the same incumbent for many years, the Payroll Technician position
was vacated in November, 2017. Human Resources staff has determined, after a review of the
minimum qualifications, that it is likely that none of the City's clerical and administrative staff
will meet the qualifications of three (3) years of fiscal recordkeeping, with at least one (1) year of
payroll preparation and administration. In an effort to provide existing employees with an
opportunity to compete for what would be a promotion, staff seeks to create an entry-level
classification. Creation of an entry-level classification will allow for a promotional opportunity
for exiting clerical and administrative staff while preserving the minimum qualifications of the
existing journey-level Payroll Technician classification. A draft of the proposed classification
specification for Payroll Technician I is attached to this request.

To differentiate between the two classifications (that of the existing Payroll Technician and the
proposed Payroll Technician I), staff also seeks a change in title from Payroll Technician to
Payroll Technician II. The requested change is intended to differentiate the two classifications
that would make up the proposed series and is consistent with the naming convention of the City
of National City and other cities within the San Diego region. The duties of the current Payroll
Technician classification and all other terms and conditions of employment would remain the
same.

Finally, because the proposed Payroll Technician I classification is intended to be an entry-level classification, staff further requests an amended to Civil Service Rule II, Section 206A to allow for a career advanceable progression from Payroll Technician I to the journey level Payroll Technician II.

RECOMMENDATIONS

    a. Approve the creation of a new classification titled Payroll Technician I and the corresponding classification specification.
    b. Approve the title change of Payroll Technician to Payroll Technician II.
    c. Amend Civil Service Rule II, Section 206A to allow for a career advanceable progression from Payroll Technician I to Payroll Technician II.

PAYROLL TECHNICIAN I (CONFIDENTIAL POSITION)	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved:

DEFINITION

Under direct supervision, to perform a variety of responsible and complex clerical and accounting work in the preparation of City payroll and maintenance of related records and reports; provide technical support to City computer users; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the payroll series. This single incumbent class typically has limited work experience and works under immediate supervision. The Payroll Technician I class is distinguished from the II level primarily by the level of supervision and oversight. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

As experience is gained, assignments become more varied and complex and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the journey Payroll Technician II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Performs difficult and complex technical accounting work involved in the preparation of payroll; processes payroll changes, including step increases, new hires, terminations, salary adjustments, and transfers; verifies all payroll transactions and leave and overtime requests for accuracy; processes taxes in accordance with federal and state laws; prepares appropriate journal entries for payroll, overtime balances, and various other transactions; prepares, balances, and distributes various reports, year-end accruals, paychecks, W2 forms, and workers' comp reports; confers with City departments and individuals regarding changes in payroll status and deductions; provides technical information and instructions to departmental personnel regarding procedures and methods involved in processing payroll; explains rules and regulations involving payroll; balances and prepares payments for the City's medical, dental, and other insurance and benefit plans; balances and reports cafeteria plans; researches, compiles, calculates, and prepares reports for use by City management in employer-employee labor relations activities, budget development, and special projects; provides technical support to computer end users; may participate in the preparation of the billings and receipt of payments; may supervise and train assigned staff; performs related work as required.

MINIMUM QUALIFICATIONS

Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: Graduation from high school; and two (2) years of fiscal recordkeeping experience; or four (4) years of experience performing advanced clerical and administrative duties.

Knowledge and Skills in: Methods of recordkeeping for fiscal accounts and records; business mathematics; basic automated data processing applications for the performance of professional accounting functions; basic office and clerical procedures.

Ability to: Operate a computer keyboard at a net rate of 40 words per minute; make mathematical calculations quickly and accurately; communicate effectively; establish and maintain effective working relations with all levels of staff and the general public.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS
None.

PAYROLL TECHNICIAN II (CONFIDENTIAL POSITION)	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved:

DEFINITION

Under general supervision, to perform a variety of responsible and complex clerical and accounting work in the preparation of City payroll and maintenance of related records and reports; provide technical support to City computer users; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position class which performs technical, clerical, and accounting work of above average difficulty in the processing of payroll. Position reports to professional accounting staff.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Performs difficult and complex technical accounting work involved in the preparation of payroll; processes payroll changes, including step increases, new hires, terminations, salary adjustments, and transfers; verifies all payroll transactions and leave and overtime requests for accuracy; processes taxes in accordance with federal and state laws; prepares appropriate journal entries for payroll, overtime balances, and various other transactions; prepares, balances, and distributes various reports, year-end accruals, paychecks, W2 forms, and workers' comp reports; confers with City departments and individuals regarding changes in payroll status and deductions; provides technical information and instructions to departmental personnel regarding procedures and methods involved in processing payroll; explains rules and regulations involving payroll; balances and prepares payments for the City's medical, dental, and other insurance and benefit plans; balances and reports cafeteria plans; researches, compiles, calculates, and prepares reports for use by City management in employer-employee labor relations activities, budget development, and special projects; provides technical support to computer end users; may participate in the preparation of the billings and receipt of payments; may supervise and train assigned staff; performs related work as required.

MINIMUM QUALIFICATIONS

Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: Graduation from high school, supplemented by training and education in accounting, finance, or payroll; and three (3) years of fiscal recordkeeping experience, of which at least one (1) year is in payroll preparation and administration.

Knowledge and Skills in: Methods of recordkeeping for fiscal accounts and records; business mathematics; basic automated data processing applications for the performance of professional accounting functions; basic office and clerical procedures.

Ability to: Operate a computer keyboard at a net rate of 40 words per minute; make mathematical calculations quickly and accurately; communicate effectively; establish and maintain effective working relations with all levels of staff and the general public.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS
None.

Civil Service Rule II – Classification of Positions

SECTION 206 – CAREER ADVANCEMENT: In an effort to provide for the recruitment, advancement and retention of capable employees, it shall be the policy of the Civil Service Commission to provide for appropriate classifications to implement "career advancement" training programs.

Through the career advancement program, when vacancies occur at or below journey-level in a career advanceable series, the Personnel Director shall have the authority to recruit and underfill the position at any of the lower level classes within the series. Upon gaining the experience and skills required for advancement, an incumbent underfilling a position shall become eligible for promotion to the higher levels in the series in succession until reaching the classified level of the position.

The career advancement program and applicable procedure will apply only to recognized career advancement classifications listed in the Addendum to this section of the Civil Service Rules. (10/06/09)

<center>**ADDENDUM TO CIVIL SERVICE RULE II**</center>

SECTION 206A – CAREER ADVANCEMENT

<center>**CAREER ADVANCEABLE SERIES**</center>

Entry Level Classification		Promotional Opportunity
Engineering		
Junior Engineer – Civil	$\longrightarrow$	Assistant Engineer – Civil
Fiscal		
Accountant Trainee	$\longrightarrow$	Accountant
Payroll Technician I	$\longrightarrow$	**Payroll Technician II**
Inspection		
Code Conformance Officer I	$\longrightarrow$	Code Conformance Officer II
Management		
Management Analyst Trainee	$\longrightarrow$	Management Analyst I/II