

GENERAL FACT SHEET

01-06

BILL NUMBER

BRIEF TITLE
Amending Pay Schedule

APPROVAL DEADLINE

REASON

DETAILS

POSITIONS/RECOMMENDATIONS

<p>Reason for Legislation</p> <p>Request for an ordinance amending the pay schedule for a certain employee group by creating the following classifications:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">CLASS CODE</th> <th style="text-align: left; border-bottom: 1px solid black;">CLASS TITLE</th> <th style="text-align: left; border-bottom: 1px solid black;">PROPOSED PAY RANGE</th> </tr> </thead> <tbody> <tr> <td>1466</td> <td>Internet Support Specialist</td> <td>(N16) \$26,135.20 - \$35,565.92</td> </tr> </tbody> </table> <p>This classification was created at the request of the Information Services Division of the Finance Department. Changing technology required a classification addressing the skills needed to work on the Internet.</p> <p><i>Continued below</i></p>	CLASS CODE	CLASS TITLE	PROPOSED PAY RANGE	1466	Internet Support Specialist	(N16) \$26,135.20 - \$35,565.92	<p>Sponsor</p> <p>Program Departments, or Groups Affected</p> <p>Applicants/ Proponents</p>	<p>Personnel Department</p> <p>Public Works & Utilities, Finance – Information Services</p> <p>Applicant</p> <p>City Department</p> <p>Other</p>									
CLASS CODE	CLASS TITLE	PROPOSED PAY RANGE															
1466	Internet Support Specialist	(N16) \$26,135.20 - \$35,565.92															
<p>Discussion (Including Relationship to other Council Actions)</p> <p>Reason for Legislation Continued</p> <p>Request for an ordinance amending the pay schedule for a certain employee group by deleting the following classifications:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">CLASS CODE</th> <th style="text-align: left; border-bottom: 1px solid black;">CLASS TITLE</th> <th style="text-align: left; border-bottom: 1px solid black;"></th> </tr> </thead> <tbody> <tr> <td>2040</td> <td>Traffic Signal Service Worker</td> <td>N15</td> </tr> <tr> <td>5124</td> <td>Sign Painter I</td> <td>N11</td> </tr> <tr> <td>5125</td> <td>Sign Painter II</td> <td>N14</td> </tr> <tr> <td>5155</td> <td>Parking Meter Repair Worker</td> <td>N12</td> </tr> </tbody> </table> <p>Employees originally in these classifications have been reallocated to other classifications. These classifications will no longer be utilized.</p>	CLASS CODE	CLASS TITLE		2040	Traffic Signal Service Worker	N15	5124	Sign Painter I	N11	5125	Sign Painter II	N14	5155	Parking Meter Repair Worker	N12	<p>Opponents</p> <p>Staff Recommendations</p> <p>Board or Commission Recommendation</p> <p>CITY COUNCIL ACTIONS (For Council Use Only)</p>	<p>Groups or Individuals</p> <p>Basis of Opposition</p> <p><input type="checkbox"/> For <input type="checkbox"/> Against Reason Against</p> <p>BY Personnel Board <input checked="" type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> No Action Taken <input type="checkbox"/> For with revisions or conditions (See Details column for conditions)</p> <p><input type="checkbox"/> Pass <input type="checkbox"/> Pass (As Amended) <input type="checkbox"/> Council Sub. <input type="checkbox"/> Without Recommendation <input type="checkbox"/> Hold</p>
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2040	Traffic Signal Service Worker	N15															
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INTERNET SUPPORT SPECIALIST

NATURE OF WORK

This is responsible technical work serving as a liaison between customers and the Information Services Division for questions, problems and requests regarding the City-County WEB site.

Work involves responsibility for performing technical duties associated with the City-County WEB site; maintaining and supporting requests for service within the WEB site; and assisting other Information Services staff with WEB site management tasks and new development efforts. Supervision is received from an administrative superior with work being reviewed through conferences and results achieved on the WEB site.

EXAMPLES OF WORK PERFORMED

Prepares word processing documents for HTML conversion.

Creates or digitizes documents, graphs, forms, images and photographs utilizing WEB hardware and software technologies; insures quality assurance standards are maintained.

Organizes and controls requests for service forms, documents and materials; schedules, coordinates and maintains replaceable objects in a timely manner.

Assists Customer Services in problem tracking and resolution of the City-County public access sites.

Assists in the design, development and implementation of WEB pages.

Assists management in the creation of WEB site statistics and reporting documents.

Acts as a citizen liaison for external WEB users.

Assists in the preparation for demonstrations, conferences, seminars and training sessions; provides clerical support in the areas of training, manuals, photocopying and word processing assignments as needed.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of HTML.

Considerable knowledge of word processing software.

Knowledge of Adobe Acrobat and Paint Shop Pro.

Knowledge of document scanners and digital cameras.

Knowledge of the Windows Operating System.

Ability to effectively manage time and work on many simultaneous projects.

Ability to troubleshoot and resolve WEB-related problems.

Ability to establish and maintain effective working relationships with co-workers and other City and County employees.

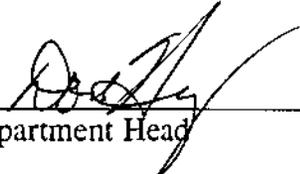
Ability to respond to questions, concerns, complaints and comments in an accurate, timely and helpful manner.

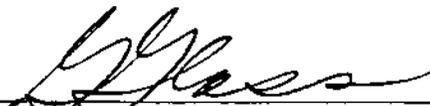
DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and experience utilizing WEB hardware and software technologies.

MINIMUM REQUIREMENTS

Graduation from a senior high school or equivalent and some experience utilizing WEB hardware and software technologies; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by 
Department Head


Personnel Director
12-8-00