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August 3, 2016

TO: Brent Paxton, Chair
Financial and Administrative Committee

FROM: Lora Nordstrom, Chief Information Technology Officer
Rodney S. Marion, Human Resources Director

RE: Reclassification

Your favorable consideration is requested to approve a Project Manager position in the Information Technology Department.

	<u>Pay Level</u>	<u>Min.</u>	<u>Mid</u>	<u>Max</u>
Current Position-Sr. Business Sys Acct Analyst	K7	\$56,000	\$80,500	\$98,280
Proposed Position – Project Manager	K8	\$63,800	\$91,770	\$112,800

The proposed Project Manager position will fill a service need related to infrastructure changes, bandwidth improvements and hardware and software replacements. These function specifically address the need to coordinate the implementation and installation of equipment, tools and automated operating systems on a departmental level. There is one other Project Manager that focuses on enterprise wide initiatives such as Microsoft upgrades and other projects sponsored the Informational Technology Department.

The Senior Business Systems Account Analyst position is currently vacant. The last incumbent earned an annual salary of \$77,761 at pay level K7. It is recommended that this new position be classified at pay level K8 with a potential starting salary of \$63,800 up to \$77,785 annually. At this point there is no increase in budgeted expenditure.

Thank you for your consideration of this request.