

10/26/10
UB

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: 2010/2011 Classification and Compensation Schedule
REQUESTED ACTION: Amend the 2010/2011 Classification and Compensation Schedule to reflect the organizational change to the Information Technology Department (Staff recommends approval)

Work Session (Report Only) **DATE OF MEETING:** 10/26/2010
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: _____
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:
Upon review of the reorganization of the Information Technology (IT) and the increased utilization of The Villages TSG to perform the primary programming functions for Sumter County BOCC further restructuring of the IT department is necessary. The Senior Programmer Analyst Coordinator is performing more hardware and customer service type duties and less programming duties. We have reviewed the current job description (see attachment A) and determined that some revisions are necessary to accurately reflect the current essential function of those position. The revised IT job description (see attachment B) provides for this direction. Approving these revisions will not impact the budget, and will allow IT to more adequately meet the needs of the County by provding coverge on most Saturdays in support of Fire and Libraries as well as any backlog projects (see attachment C).

Attachment-A

BOARD OF SUMTER COUNTY COMMISSIONERS JOB DESCRIPTION

JOB TITLE: Senior Programmer Analyst Coordinator

DEPARTMENT: Information Technology

DIVISION: Support Services

GENERAL DESCRIPTION:

Advanced technical work implementing and maintaining department-specific software technologies through design, systems analysis, and programming. This job includes a full range of problem resolution and technical support services to internal and external customers and coordinating vendor contracts for support of activities for department-specific information technology. Provides recommendations, and support to department management and staff regarding software innovations as well as assist with long-range technology planning, design, and implementation of IT software operating plans. Administrates and maintains complex software. Provide professional guidance to supporting vendors as required.

ESSENTIAL JOB FUNCTIONS:

1. Designs and develops computer programs that automate specific business processes. Tests, maintains, and modifies internal and third party software.
2. Makes logical and physical changes to computer databases/schemas and application programs.
3. Designs, models, documents, constructs, and executes data conversions and migrations utilizing departments data warehouses and software tools and third party software. Creates and executes test plans to insure high quality systems.
4. Recommends purchase of computers, peripheral equipment, and software and coordinates a plan for application software updates and upgrades.
5. Troubleshoots internal and third party bug fixes and enhancement request.
6. Designs and administers web pages for the Board's site.
7. Coordinates technology administration between departments and vendors, including the creation and administration of procedures governing the use of County owned and shared software assets.
8. Serves as a liaison between departments and IT Programming contractual services.
9. Reviews 3rd party plans and creates updated plans, identifying proposed software system changes/upgrades and maintains related documentation.
10. Consults with management and users to determine software needs and presents solutions to management.
11. Assists with implementation of new software solutions and plans.

Senior Programmer Analyst Coordinator

12. Forecasts programs costs and expenses for the purpose of preparing annual and long-term budget proposals. Assists in preparing department's annual software budget.
13. Installs and maintains vendor related software, including such tasks as organizing and configuring related resources and managing in-house and vendor related software issues.
14. Ensures integration of current and planned automation systems, ensuring interface and integration with vendors, and partners where applicable.
15. Assist with evaluation and procurement of 3rd party software profession services and contracts.
16. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of programming languages used by the organization and the SDLC.
- Considerable knowledge of the uses of computers, related hardware and office equipment.
- Knowledge and use of personal computer architecture and networking.
- Knowledge and use of the MS Windows OS and Microsoft Server Programs.
- Ability to visualize and document the flow of data through the system and deal with abstractions in order to develop a sequence of operations to solve data processing tasks.
- Ability to read and interpret operating manuals.
- Ability to maintain effective working relationships with department directors, county employees, government agencies, and the general public.
- Ability to prepare and maintain accurate records, document activities and submit project reports.
- Ability to understand and follow oral and written instructions, and to communicate, both orally and in writing, in a clear, concise and accurate manner.
- Ability to work under pressure and meet deadlines.
- Ability to follow through on designated tasks.

EDUCATION AND EXPERIENCE:

- Associate of Science degree in Computer Science or a directly related field.
- Five (5) years of programming experience.

(A comparable amount of training, education or experience may be considered for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Must be able to lift medium weights (up to 45 pounds)
- Must be able to bend and squat
- Must be able to sit and view computer display screens for extended periods of time

Senior Programmer Analyst Coordinator

ENVIRONMENTAL CONDITIONS:

- Primarily works inside in an office environment, with limited outside duties.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Attachment - B

BOARD OR SUMTER COUNTY COMMISSIONERS JOB DESCRIPTION

JOB TITLE: Information Technology Support Technician II

DEPARTMENT: Information Technology

DIVISION: Planning & Development

GENERAL DESCRIPTION:

Complex and responsible technical work with personal computers, mid-level technician skills with networks and networking telephone communication systems, and various peripheral equipment. Sets up new equipment, installs hardware and software, to include upgrades, troubleshooting, and repair. Assists Network Administrator and Systems Administrator with their daily tasks. Evaluates and recommends department needs for purchases of new hardware and software. Assists in other projects conducted by the Department.

ESSENTIAL JOB FUNCTIONS:

1. Installs and maintains networks and workstations, including such tasks as troubleshooting and repairing hardware, managing hardware, network and software issues.
2. Installs upgrades to existing systems.
3. Troubleshoots equipment and program problems on personal computers and printers.
4. Maintains maintenance program of personal computers.
5. Recommends purchase of computers peripheral equipment, networking equipment, and telephone equipment.
6. Maintains replacement inventory, and software license inventory.
7. Sets up workstations on the network to communicate within the workgroup and domain, and setups up file and printer sharing, and Internet connection, as well as intranet email.
8. Troubleshoots network errors.
9. Monitors, facilitates, and ensures effective network communication across local area network (LAN) and wide area network (WAN).
10. Regular attendance

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the uses of computers, related equipment and other office equipment.
- Knowledge of personal computer architecture.
- Knowledge of Windows and Microsoft Programs.

Information Technology Support Technician II

- Knowledge of Basic Networking Environments to include current MS OS.
- Knowledge of Network cabling to include CAT 5 installation and termination.
- Knowledge of LAN/WAN connectivity.
- Skilled in all aspects of personal computer maintenance, troubleshooting, and repair.
- Skilled in network technician duties.
- Ability to learn web page creation and updating.
- Ability to learn database creation.
- Ability to learn call accounting program.
- Ability to read and interpret operating manuals
- Ability to maintain effective working relationships with Department Director, county employees, government agencies, and the general public.
- Ability to prepare and maintain accurate records, document activities, and submit reports.
- Ability to understand and follow oral and written instructions and to communicate, both orally and in writing, in a clear, concise, and accurate manner.
- Ability to work under pressure and meet deadlines.
- Ability to follow through on designated tasks.
- Ability to educate self on new technology.

EDUCATION AND EXPERIENCE:

- Associates degree in the computer field
- Two (2) years technical training
- Three (3) years experience in responsible computer work.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENCES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Must be able to lift medium weights (up to 45 pounds)
- Must be able to bend and squat
- Must be able to sit and view computer display screens for extended period of time

ENVIROMENTAL CONDITIONS:

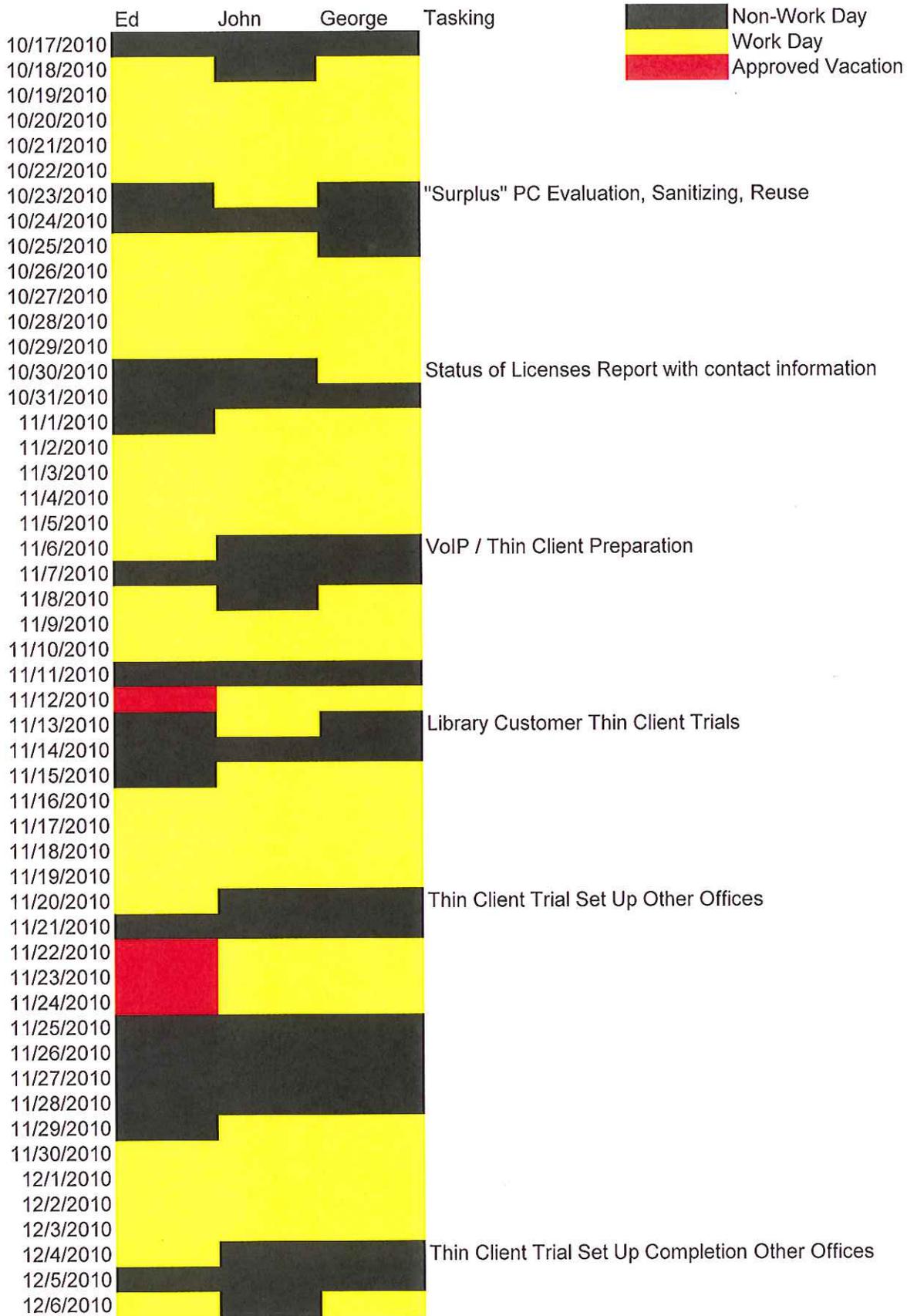
- Primarily works inside in an office environment, with limited outside duties.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Reviewed 10/1/10

Attachment-C



12/7/2010		
12/8/2010		
12/9/2010		
12/10/2010		
12/11/2010		Thin Client Deployment Library Customers
12/12/2010		
12/13/2010		
12/14/2010		
12/15/2010		
12/16/2010		
12/17/2010		
12/18/2010		Thin Client Implementation for Other Offices
12/19/2010		
12/20/2010		
12/21/2010		
12/22/2010		
12/23/2010		
12/24/2010		
12/25/2010		
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1/1/2011		
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