

Class Title: Information Technology Planner

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides strategic citywide and departmental information technology planning. Lends administrative support. Manages department and city information technology projects. Develops and refines performance measures for productivity, efficiency and effectiveness.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|---|
| 1 | S | Provides strategic citywide and departmental planning by collecting and analyzing business and technical data from customers, researching and identifying technologies used to improve work processes, assessing technical and organizational capabilities and developing long-term strategies. |
| 2 | S | Lends administrative support by preparing and delivering technical presentations, surveys and reports, developing city and departmental policies and procedures and responding to technical inquiries. |
| 3 | S | Manages department and city information technology projects by developing and planning projects, monitoring progress and preparing reports. |
| 4 | S | Assists in the preparation of the budget by developing position papers on budget issues and strategies and reviewing budget plans for strategic technology initiatives. |
| 5 | S | Develops and refines performance measures for productivity, efficiency and effectiveness by performing process analysis, re-engineering processes and developing service level agreements for city agencies. |

CSC Adopted: October 2001, CSC Revised: _____

CLASS REQUIREMENTS:

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. |
| Experience | Three years experience in Information Technology and strategic planning. |
| Certifications and Other Requirements | N/A |
| Reading | Work requires the ability to read technical manuals, publications and policies and procedures. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics. |
| Writing | Work requires the ability to write reports, system documentation and standard operating procedures. |
| Managerial | Managerial responsibilities include planning and implementing computer systems. |
| Budget Responsibility | Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations. |
| Supervisory / Organizational Control | Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees. |
| Complexity | Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers. |

CSC Adopted: October 2001, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary X | Light | Medium | Heavy | Very Heavy |
|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | O | Training, consultation |
| Sitting | F | Computer, desk work, meetings |
| Walking | F | Inter-office, to/from meetings, to/from office equipment |
| Lifting | O | Computers, monitors, printers |
| Carrying | O | Computers, monitors, printers |
| Pushing/Pulling | R | Computers, monitors, printers |
| Reaching | R | Computers, monitors, printers |
| Handling | R | Computers, monitors, printers |
| Fine Dexterity | F | Computer keyboard, installing components, telephone keypad, mouse. |
| Kneeling | R | Installing computer, monitors, printers |
| Crouching | N | Installing computer, monitors, printers |
| Crawling | R | |
| Bending | R | Installing computer, monitors, printers |
| Twisting | R | Installing computer, monitors, printers |
| Climbing | N | |
| Balancing | N | |
| Vision | C | Computer, desk work |
| Hearing | C | Staff, supervisors, training, consultation, meetings, telephone |
| Talking | F | Staff, supervisors, training, consultation, meetings, telephone |
| Foot Controls | N | |
| Other (specify) | N | |

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, telephone, Standard Microsoft Windows and Office software, laser or inkjet printer, fax machine, copy machine, statistical survey software, GIS software, and graphics, presentation, and desktop publishing software

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | N | Dirt and Dust | M |
| Chemical Hazards | N | Extreme Temperatures | N |
| Electrical Hazards | N | Noise and Vibration | N |
| Fire Hazards | N | Fumes and Odors | N |
| Explosives | N | Wetness/Humidity | N |
| Communicable Diseases | N | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | -- |

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
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|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | R |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | R |
| Other (see 3 below) | N |

- (3)