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Mayor

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Director

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Employee Benefits Director

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Labor Negotiator

## Department of Employee Relations

### JOB EVALUATION REPORT

Fire and Police Commission Meeting: July 24, 2025

#### Department of Emergency Communications

Current	Recommended
Emergency Communications Lead PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$78,704 (Two Positions)	Emergency Communications Information Systems and Technology Manager PR 1NX (\$110,197 - \$154,280) FN: Recruitment is at \$116,493 (One Position)

This study is regarding the repurposing of two positions of Emergency Communications Lead into one position of Emergency Communications Information Systems and Technology Manager. A job description was provided, and discussions were held with Tony Bueno, Emergency Communications Director; Anna Zizzo, Emergency Communications Human Resources Administrator; and Charsa Belin, Human Resources Analyst – Senior.

The basic function of this position is to, under the direction of the Emergency Communications Director, manage and coordinate the development and implementation of public safety mission-critical information systems, projects, and workflows that may vary in size and complexity. This position will employ methodologies and resources that are needed to successfully complete projects and achieve department goals; work with Public Safety Dispatchers, other First Responders, and other stakeholders; and be responsible for departmental Information Systems and Technology (IST), and support for specialized computer applications and technologies, databases, and application servers including the development of new applications and improving existing processing. The position also provides management oversight to department IST focused staff, and the integration of information systems and technology while ensuring adherence to goals, budgets, and schedules. Duties and responsibilities include:

- Leads the departmental Information Systems and Technology to support mission-critical goals.
- Develops and adheres to budget standards.
- Develops and maintains policies and workflows, coordinating with City stakeholders.
- Leads, inspires, and supervises direct reports including assigning work, providing mentorship and coaching, and ensuring quality of work.
- Works with stakeholders to identify benchmarks, deliverables, and budget.
- Designs, develops, implements, and manages the department's information systems and technology infrastructure including computer application systems, computer and communication systems, network, databases, and related systems.
- Enhances the effective allocation and deployment of staff and streamline information systems technology workflows and business processes.

- Provides a common IST operating picture for department and stakeholders to ensure real-time situational awareness and information sharing.
- Manages information systems and technology delivery processes and execution

Minimum requirements include a bachelor's degree in information technology, computer science, computer engineering, management information systems, business, project management, or closely related field and five years of progressively responsible professional experience in a large-scale information management and technology environment with application development, programming, and technical support, including two years of supervisory experience. Equivalent combinations of education and experience may be considered. Experience in public safety is preferred. These requirements have not been reviewed by the Staffing Division.

### **Analysis and Recommendation**

The Department of Emergency Communications (DEC) has indicated there is a need for greater organization and leadership in the areas of system information systems and technology. To address this issue the department has requested that two vacant positions of Emergency Communications Lead in Pay Range 2KN (\$70,501 - \$98,704) with a recruitment rate of \$78,704 be repurposed into one higher level position of Emergency Communications Information Systems and Technology Manager.

This would be a new classification and the position will manage and coordinate the development and implementation of public safety information systems, projects, and workflows; employ methodologies and resources that are needed to complete projects and achieve department goals; work with Public Safety Dispatchers and other stakeholders; and be responsible for departmental Information Systems and Technology, and support for specialized computer applications and technologies, databases, and application servers including the development of new applications and improving existing processing. The position will also supervise the following positions.

- One position of Business Systems Manager in Pay Range 1LX (\$96,998 - \$135,794) with a recruitment rate of \$108,099.
- Two positions of Emergency Communications Systems Administrator in Pay Range 2MN (\$80,098 - \$112,137) with a recruitment rate of \$95,413.

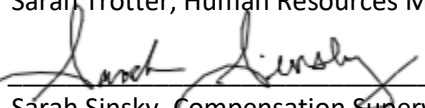
Additional positions may be added in the future. Based on comparisons to other positions and to avoid compression, we recommend Pay Range 1NX (\$110,197 - \$154,280). We also recommend a recruitment rate of \$116,493. This rate is consistent with the recruitment rate for another IT title, "IT Project Manager" in Pay Range 1NX. We agree with the requested title of "Emergency Communications Information Systems and Technology Manager" as it describes the focus of the work.

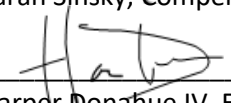
We therefore recommend two positions of Emergency Communications Lead in Pay Range 2KN (\$70,501 - \$98,704) with a recruitment rate of \$78,704 be repurposed to one position of Emergency Communications Information Systems and Technology Manager in Pay Range 1NX (\$110,197 - \$154,280) with a recruitment rate of \$116,493.

### **Action Required - Effective Pay Period 17, 2025 (August 3, 2025)**

\* See addendum included in CCFN for Salary and Position Ordinance changes.

Prepared by:   
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