City of Dunwoody Georgia

To: Members
        Dunwoody City Council

From: Nicole Stojka, Human Resources Director
        Ginger LePage, Technology Director

Re: Discussion of Conversion of Contracted Positions and Creation of New City Position for
        the Technology Department

Date: March 25, 2024

Action

Authorize the Mayor, City Manager, or designee to execute all documents necessary and proper to convert three contracted Technology positions to City positions and create one new City position of Systems Administrator. Approve an amendment to the City's Position Allocation and Compensation Chart.

Summary

Staff with the City are either contracted or employed by the City. On an ongoing basis, staff conducts reviews of all positions currently under contract. After a recent review of the Technology Department, it is staff's recommendation to create one City position of Systems Administrator and convert the contracted Technology positions of Systems Engineer II, Systems Administrator II, and IT Support Specialist to City positions of Lead Systems Engineer, Systems Administrator, and Technology Support Specialist, respectively. The financial impact to the City is projected to be an increased cost of $40,686. The creation and conversion of these positions will help the City with overall operations, succession planning, and business continuity.

Details

The Technology Department is currently staffed with the Technology Director and the Technology Manager as City employees, and the remaining positions are staffed via a contract with Interdev. The technology support portion of the Interdev contract includes positions of Systems Engineer II, Systems Administrator II, and an IT Support Technician.

The Police Department is the largest department in the City. Therefore, the majority of the technology team's workload is due to Police Department technology needs, with a large percentage of those needs being project-based. Considering the increasing amount of technology required for the Police Department to function, the rate of technological advancement for public safety, the need for the police department to have additional staffing, and the urgency to resolve support requests quickly in their 24/7 environment, the Technology Department needs an additional person that is dedicated to the Police Department. To accommodate this need, staff is recommending adding a Systems Administrator position in the Technology Department. The two Systems Administrators will then be able to divide responsibilities to focus one on Police Department applications and the other on the remaining departments' applications.

Lynn Deutsch Mayor
Eric Linton ICMA-CM City Manager
Sharon Lowery CMC City Clerk

Catherine Lautenbacher City Council Post 1
Rob Price City Council Post 2
Tom Lambert City Council Post 3

Stacey Harris City Council Post 4
Joe Seconder City Council Post 5
John Heneghan City Council Post 6

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Dunwoody, Georgia 30338
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Additionally, staff is recommending the contracted positions of Systems Engineer II, Systems Administrator II, and IT Support Specialist be converted to City positions of Lead Systems Engineer, Systems Administrator, and Technology Support Specialist, respectively. The City anticipates cost savings with these conversions, as well as an improved outlook for succession planning and business continuity.

The Position Allocation and Compensation Chart in your agenda packet shows the recommended grades for these four Technology positions. A proposed City job description also is included for each of the four positions.

With estimated City salary and benefits, the cost to the City to create the new Systems Administrator position is projected to be $109,718 for a full year. The conversion of the other three contracted positions to City positions is expected to result in savings for the City of $69,032, which adjusts the City impact to a $40,686 increase in costs. If approved by Council, a budget amendment from the Finance Director will be forthcoming.

Staff will work with the vendor, after City Council authorization, to amend the contract at the earliest agreed upon date.

Recommendation

Authorize the Mayor, City Manager, or designee to execute all documents necessary and proper to convert three contracted Technology positions to City positions and create one new City position of Systems Administrator. Approve an amendment to the City's Position Allocation and Compensation Chart.

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City of Dunwoody
Georgia

POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range		
					Minimum	Midpoint	Maximum
101	Police	Prisoner Transport Officer	2		$35,900	$46,670	$57,440
104	Finance	Business License Specialist	1		$45,224	$58,792	$72,359
104	Police	Police Service Representative	6		$45,224	$58,792	$72,359
104	City Clerk	Records Clerk	1		$45,224	$58,792	$72,359
105	Municipal Court	Deputy Municipal Court Clerk	3		$48,843	$63,495	$78,148
105	Police	Property and Evidence Technician	2		$48,843	$63,495	$78,148
106	Police	Crime and Intelligence Analyst	1		$52,750	$68,576	$84,401
106	Police	Crime Scene Technician	1		$52,750	$68,576	$84,401
106	Finance	Financial Analyst	2		$52,750	$68,576	$84,401
107	Police	Detective	8		$56,970	$74,061	$91,152
107	Police	Executive Assistant	1		$56,970	$74,061	$91,152
107	Police	Police Officer	37		$56,970	$74,061	$91,152
108	City Clerk	Deputy City Clerk	1		$61,527	$79,986	$98,444
108	Human Resources	Human Resources Generalist	1		$61,527	$79,986	$98,444
108	Finance	Revenue Accountant	1		$61,527	$79,986	$98,444
109	Police	Records Supervisor	1		$66,450	$86,385	$106,320
110	Economic Development	Business Retention and Cultural Development Manager	1		$73,095	$95,023	$116,952
110	Police	Sergeant	11		$73,095	$95,023	$116,952
111	Finance and Administration	Accounting Manager	1		$78,942	$102,625	$126,308
111	Communications	Communications Manager	1		$78,942	$102,625	$126,308
112	Human Resources	Human Resources Manager	1		$85,258	$110,836	$136,413
112	Police	Lieutenant	4		$85,258	$110,836	$136,413
112	Municipal Court	Municipal Court Clerk	1		$85,258	$110,836	$136,413

Grade	Department	Title	Full Time	Elected Officials	Salary Range		
					Minimum	Midpoint	Maximum
114	City Clerk	City Clerk	1		$101,287	$131,674	$162,060
114	Community Development	Deputy Community Development Director	1		$101,287	$131,674	$162,060
114	Technology	Technology Manager	1		$101,287	$131,674	$162,060
115	Finance	Assistant Finance Director	1		$109,391	$142,208	$175,025
115	Police	Major	2		$109,391	$142,208	$175,025
116	Communications	Communications Director	1		$118,142	$153,585	$189,028
116	Community Development	Community Development Director	1		$118,142	$153,585	$189,028
116	Police	Deputy Chief	1		$118,142	$153,585	$189,028
116	Public Works	Deputy Public Works Director	1		$118,142	$153,585	$189,028
116	Economic Development	Economic Development Director	1		$118,142	$153,585	$189,028
116	Parks and Recreation	Parks and Recreation Director	1		$118,142	$153,585	$189,028
117	Public Works	Public Works Director	1		$127,594	$165,872	$204,150
118	Finance and Administration	Finance Director	1		$137,802	$179,142	$220,482
118	Human Resources	Human Resources Director	1		$137,802	$179,142	$220,482
118	Police	Police Chief	1		$137,802	$179,142	$220,482
118	Technology	Technology Director	1		$137,802	$179,142	$220,482
119	City Manager	Assistant City Manager	1		$148,826	$193,473	$238,121
	City Manager	City Manager	1		Set by Council	Set by Council	Set by Council
	General Government	City Council		6	Set by Charter	Set by Charter	Set by Charter
	General Government	Mayor		1	Set by Charter	Set by Charter	Set by Charter

August 1, 2023

City of
Dunwoody
Georgia

PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range		
					Minimum	Midpoint	Maximum
101	Police	Prisoner Transport Officer	2		$35,900	$46,670	$57,440
104	Finance	Business License Specialist	1		$45,224	$58,792	$72,359
104	Police	Police Service Representative	6		$45,224	$58,792	$72,359
104	City Clerk	Records Clerk	1		$45,224	$58,792	$72,359
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108	Finance	Revenue Accountant	1		$61,527	$79,986	$98,444
108	Technology	Systems Administrator	2		$61,527	$79,986	$98,444
109	Police	Records Supervisor	1		$66,450	$86,385	$106,320
110	Economic Development	Business Retention and Cultural Development Manager	1		$73,095	$95,023	$116,952
110	Technology	Lead Systems Engineer	1		$73,095	$95,023	$116,952
110	Police	Sergeant	11		$73,095	$95,023	$116,952
111	Finance and Administration	Accounting Manager	1		$78,942	$102,625	$126,308

Grade	Department	Title	Full Time	Elected Officials	Salary Range		
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	General Government	Mayor		1	Set by Charter	Set by Charter	Set by Charter

TITLE: Lead Systems Engineer
DEPARTMENT: Technology
FLSA STATUS: Exempt

JOB SUMMARY:

This position is responsible for mentoring the technology staff and acting as the primary escalation point for support of all technology systems. Additional responsibilities include: executing and instructing the team on best practices in the maintenance of City systems, managing implementation of new services, managing integrity of internal systems, providing technical assistance to users, serving as a point of escalation for team members, directly handling service requests, facilitating general network maintenance, coordinating server and infrastructure upgrades, network troubleshooting, firewall maintenance, and establishing and maintaining standards and processes as defined with the Technology Manager. This position serves as back-up to the Technology Manager and assists in the Technology Manager's absence. Work is performed under the general supervision of the Technology Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with Technology management to identify and resolve business systems issues and identify and implement improvements to quality or delivery of services.
- Facilitates communication between users, vendors, and other technology resources.
- Helps the Technology Manager to design, implement, and evaluate the systems that support end users in the productive use of computer hardware and software.
- Assists the Technology Manager with development and implementation of user-training programs; assists with training of existing staff for implementation of new software and/or upgrades to existing software; suggests training ideas for users based upon interaction from resolving support requests.
- Assists the Technology Manager with facilitation of the installation and testing of new products and improvements to computer systems: installation of new servers, databases, network solutions, etc.
- Implements solutions and maintains documentation of processes.
- Provides technical support, training and information to system users, staff members, and elected officials regarding operation of hardware and software, procedures, problems and related issues; troubleshoots and/or resolves problems.
- Communicates with the City Manager, City staff, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems; responds to requests for service or assistance.
- Briefs management as needed on issues of concern to ensure proper action.
- Attends City Council meetings and official City functions, as needed in an official capacity, and assists as staff coverage, as needed, to provide City staff support with technology.
- Researches and reviews information related to emerging technology including state-of-the-art voice, data, radio, and computerized systems; keeps up to date with the advancing new products and trends in information technology.
- Participates in annual (at minimum, based on budget allowance) technology training as it relates to the position.
- Provides support relating to issues with the internal systems and network infrastructure.

- Provides timely and effective administration, maintenance, network services, and support services for:
  - · Microsoft related technologies: Windows Server, Exchange, Entra, Intune, SQL, SharePoint, Microsoft Office Suite 365 (including applications deployment, defining, and establishing group policies, Active Directory, server optimization)
  - · Virtualization technologies including VMware and Microsoft applications
  - · Network services infrastructure, including but not limited to, DNS, DHCP, IP Address Management, Internet Proxies, VPN, Wireless Control System, load balancers and Firewalls
  - · Remote access solutions including: VPN, terminal services, updates to agent scripts, responding to alerts, monitoring dashboard, periodic system review
  - · VSphere and Virtual Machines
  - · User Applications
- Responsible for timely and effective communication with users including, but not limited to: incident progress statuses and updates, and notification of impending changes or planned outages
- Manages technical projects.
- Participates in on-call rotation and provides after-hours support.
- Prioritizes ticket queue and ticket system management.
- Participates in team meetings, providing input and suggestions.
- Performs other duties as requested, directed, or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES

- May be required to attend meetings outside normal business hours;
- May be required to drive to alternate City sites and meeting locations;
- Manages confidential information as required;
- Participates in a rotational on-call schedule;
- Attends seminars and workshops related to the Lead Systems Engineer's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

a) Bachelor's degree in information technology, computer science or a related field from an accredited college or university.
b) Three (3) years of experience in technology, preferably in a public sector environment.
c) Prefer professional IT Certification or the experience equivalent (ex. Fortinet Certified Professional, Security+, VMware VCP, Network+, ITIL, A+).
d) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

a) Knowledge of Windows environments, SQL database management, personal computer and mainframe computer systems, Internet activities, computer networks, VMWare environment, Disaster Recovery systems, and telecommunication services
b) Knowledge of modern office practices, equipment, methods and procedures
c) Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, and business and community leaders
d) Skill in managing competing priorities on multiple projects and meeting deadlines
e) Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines and telephones
f) Ability to pay attention to details in personal work output
g) Ability to communicate clearly and effectively, verbally and in writing, including engaging in complex communications
h) Ability to deal tactfully, diplomatically, and courteously with employees and the general public
i) Ability to effectively work in an environment and conditions that involve high levels of public contact, irregular work hours, and working closely with others
j) Ability to manage stressful situations
k) Ability to make sound decisions, use good judgment, reason and analyze
l) Ability to maintain strict confidentiality
m) Highly skilled and expert proficiency level of diagnostic capabilities; ability to use excellent judgement to escalate service or project issues resolution in a timely and effective manner; ability to match resources to technical issues appropriately
n) Ability to use a personal computer and computer software applications in a Microsoft Windows environment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time sitting at a keyboard or workstation.
- The employee must occasionally lift, carry, and/or move up to 50 pounds.
- The employee must occasionally bend, kneel, and crawl to reach computer electrical or wiring connections.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.

PUBLIC CONTACT:

Extensive contact with other employees and governmental officials often involving problem-solving circumstances. Occasional contact with public citizens during meetings and events.

TITLE: Systems Administrator
DEPARTMENT: Technology
FLSA STATUS: Exempt

JOB SUMMARY:

This position is responsible for administration and support of all technical systems utilized by the City. Additional responsibilities include: assisting in implementation of new services, maintaining the integrity of internal systems, providing technical assistance to users, directly handling service requests, assisting with general network maintenance, assisting with server and infrastructure upgrades, assisting in network troubleshooting, troubleshooting technical issues, and providing outstanding customer service. Work is performed under the general supervision of the Technology Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with Technology management to identify and resolve business systems issues.
- Communicates with users, vendors, and other technology resources.
- Assists with the implementation and evaluation of systems that support end users in the productive use of computer hardware and software, as needed.
- Assists with training of existing staff for implementation of new software and/or upgrades to existing software; suggests training ideas for users based upon interaction from resolving support requests.
- Assists with the installation and testing of new products and improvements to computer systems: installation of new servers, databases, network solutions, etc.
- Assists with implementing solutions and maintaining documentation of processes.
- Provides technical support, training and information to system users, staff members, and elected officials regarding operation of hardware and software, procedures, problems and related issues; troubleshoots and/or resolves problems.
- Communicates with the City Manager, City staff, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems; responds to requests for service or assistance.
- Briefs supervision as needed on issues of concern to ensure proper action.
- Attends City Council meetings and official City functions, as needed for staff coverage, to provide City staff support with technology.
- Regularly reviews information related to emerging technology including state-of-the-art voice, data, radio, and computerized systems; keeps up to date with the advancing new products and trends in information technology.
- Participates in annual (at minimum, based on budget allowance) technology training as it relates to the position.
- Provides support relating to issues with the internal systems and network infrastructure.
- Provides timely and effective administration, maintenance, and support services for:
  - Microsoft related technologies: Windows Server, Exchange, Entra, Intune, SharePoint, Microsoft Office Suite 365 (including applications deployment, defining and establishing group policies, Active Directory, server optimization)
  - Public Safety technology
  - User applications
- Provides timely and effective communication with users including, but not limited to: incident progress statuses and updates, and notification of impending changes or planned outages
- Assists with technical projects.
- Participates in on-call rotation and provides after-hours support.

- Prioritizes ticket queue and ticket system management; documents all work as service tickets within the ticket system management.
- Conducts regular system, equipment, and user audits.
- Assists with workstation and printer deployments.
- Assists with cell phone deployments.
- Performs remote maintenance and support as required.
- Assists in moving workstation equipment as needed.
- Participates in team meetings, providing input and suggestions.
- Performs other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES

- May be required to attend meetings outside normal business hours;
- May be required to drive to alternate City sites and meeting locations;
- Manages confidential information as required;
- Participates in a rotational on-call schedule;
- Attends seminars and workshops related to the Systems Administrator's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

a) Associate degree in information technology, computer science or a related field or equivalent coursework completed while working towards a bachelor's degree in information technology, computer science or a related field from an accredited college or university.
b) Two (2) years of experience in technology, preferably in a public sector environment.
c) Prefer professional IT Certification or the experience equivalent (ex. Fortinet Certified Professional, Security+, VMware VCP, Network+, ITIL, A+).
d) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

a) Knowledge of Windows environments, personal computer and mainframe computer systems, internet activities, computer networks, and telecommunication services
b) Knowledge of modern office practices, equipment, methods and procedures
c) Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, and business and community leaders
d) Skill in managing competing priorities on multiple projects and meeting deadlines
e) Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines and telephones
f) Skilled in diagnostic capabilities; ability to use excellent judgement to escalate service or project issues for resolution in a timely and effective manner
g) Ability to pay attention to details in personal work output
h) Ability to communicate clearly and effectively, verbally and in writing, including engaging in complex communications

i)   Ability to deal tactfully, diplomatically, and courteously with employees and the general public
j)   Ability to effectively work in an environment and conditions that involve high levels of public contact, irregular work hours, and working closely with others
k)   Ability to manage stressful situations
l)   Ability to make sound decisions, use good judgment, reason and analyze
m) Ability to maintain strict confidentiality
n)   Ability to use a personal computer and computer software applications in a Microsoft Windows environment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time sitting at a keyboard or workstation.
- The employee must occasionally lift, carry, and/or move up to 50 pounds.
- The employee must occasionally bend, kneel, and crawl to reach computer electrical or wiring connections.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.

PUBLIC CONTACT:

Extensive contact with other employees and governmental officials often involving problem-solving circumstances. Occasional contact with public citizens during meetings and events.

City of
Dunwoody
Georgia

TITLE: Technology Support Specialist
DEPARTMENT: Technology
FLSA STATUS: Exempt

JOB SUMMARY:

This position is responsible for helpdesk ticket system management and support of all technical systems utilized by the City. Additional responsibilities include: assisting in implementing new services, tracking and inventory of user equipment, providing technical assistance to users, directly handling service requests, troubleshooting technical issues, and providing outstanding customer service. Work is performed under the general supervision of the Technology Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with Technology management to identify and resolve business systems issues.
- Communicates with users, vendors, and other technology resources.
- Assists with implementing new services.
- Suggests training ideas for users based upon interaction from resolving support requests.
- Provides technical support, training and information to system users, staff members, and elected officials regarding operation of hardware and software, procedures, problems and related issues; troubleshoots and/or resolves problems.
- Communicates with the City Manager, City staff, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems; responds to requests for service or assistance.
- Briefs supervision as needed on issues of concern to ensure proper action.
- Attends City Council meetings and official City functions, as needed for staff coverage, to provide City staff support with technology.
- Regularly reviews information related to emerging technology including state-of-the-art voice, data, radio, and computerized systems; keeps up to date with the advancing new products and trends in information technology.
- Participates in annual (at minimum, based on budget allowance) technology training as it relates to the position.
- Triages initial support requests, provides support, and escalates support requests.
- Provides timely and effective support services for:
  - Microsoft related technologies: Windows Server, Exchange, Entra, Intune, SharePoint, Microsoft Office Suite 365 (including applications deployment, defining and establishing group policies, Active Directory, server optimization)
  - Public Safety technology
  - User applications
- Provides timely and effective communication with users regarding incident progress statuses and updates
- Assists with technical projects.
- Participates in on-call rotation and provides after-hours support.
- Prioritizes ticket queue and ticket system management; documents all work as service tickets within the ticket system management.
- Conducts regular system, equipment, and user audits.
- Assists with workstation and printer deployments.
- Assists with cell phone deployments.
- Performs remote maintenance and support as required.
- Assists in moving workstation equipment as needed.
- Participates in team meetings, providing input and suggestions.

- Performs other duties as requested, directed, or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES

- May be required to attend meetings outside normal business hours;
- May be required to drive to alternate City sites and meeting locations;
- Manages confidential information as required;
- Participates in a rotational on-call schedule;
- Attends seminars and workshops related to the Technology Support Specialist's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

a) Associate degree in information technology, computer science or a related field or equivalent coursework completed while working towards a bachelor's degree in information technology, computer science or a related field from an accredited college or university.
b) One (1) year of experience in technology, preferably in a public sector environment.
c) Prefer professional IT Certification or the experience equivalent (ex. Fortinet Certified Professional, Security+, VMware VCP, Network+, ITIL, A+).
d) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

a) Knowledge of Windows environments, personal computer and mainframe computer systems, internet activities, computer networks, and telecommunication services
b) Knowledge of modern office practices, equipment, methods and procedures
c) Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, and business and community leaders
d) Skill in managing competing priorities on multiple projects and meeting deadlines
e) Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines and telephones
f) Skilled in diagnostic capabilities; ability to use excellent judgement to escalate service or project issues for resolution in a timely and effective manner
g) Ability to pay attention to details in personal work output
h) Ability to communicate clearly and effectively, verbally and in writing, including engaging in complex communications
i) Ability to deal tactfully, diplomatically and courteously with employees and the general public
j) Ability to effectively work in an environment and conditions that involve high levels of public contact, irregular work hours, and working closely with others
k) Ability to manage stressful situations
l) Ability to make sound decisions, use good judgment, reason and analyze

m) Ability to maintain strict confidentiality
n) Ability to use a personal computer and computer software applications in a Microsoft Windows environment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time sitting at a keyboard or workstation.
- The employee must occasionally lift, carry, and/or move up to 50 pounds.
- The employee must occasionally bend, kneel, and crawl to reach computer electrical or wiring connections.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.

PUBLIC CONTACT:

Extensive contact with other employees and governmental officials often involving problem-solving circumstances. Occasional contact with public citizens during meetings and events.