

# Wheatland County

## Request for Decision

Regular Council Meeting

November 10, 2020

Report prepared by: Vinod Jasra



### IT Support Technician

#### **Recommendation from Administration**

That Wheatland County Council approve the addition of an IT Support Technician to the Wheatland County organization chart.

#### **Chief Administrative Officer's Comments**

The addition of this new position will greatly assist Administration's goals of automating processes for both staff and stakeholders.

#### **Report**

##### **Division County-wide**

The addition of the IT Support Technician is necessary to increase effectiveness for the Corporate and Financial Services Department by delivering enhanced support to Council, staff and residents, while allowing the Manager of IT Services to focus on the creation of an Asset Management/Project Management function area, overseeing GIS, Records Management, increasing inhouse skillset, and supporting the Broadband project. The creation of this position will also allow the Manager of IT Services to better implement knowledge of change management, project management, and business analysis within the County and create business process efficiencies through Laserfiche workflow automation, Diamond ERP, and other tools.

#### **Relevant Policies, Practices, and Legislation**

Section 6 - Human Resources Policies

#### **Alignment with the Strategic Plan**

The addition of the IT Support Technician will help serve the employees, Council, and ratepayers within Wheatland County.

#### **Response Options**

Option 1: THAT the proposed recommendation is accepted/approved.

Option 2: THAT the proposed recommendation is not accepted/approved.

Option 3: THAT an alternate recommendation is accepted/approved.

#### **Implications of Recommendation**

##### **General**

If approved, the IT Support Technician position will be added to the 2020 Pay Grid and Organizational Chart.

**Organizational**

Policy changes will be communicated and presented to current Wheatland County employees. New employees will be shown the organizational chart and pay grid during the orientation process.

**Financial**

The IT Support Technician will be placed on Grid D of the 2020 Pay Grid. The expected salary and benefits range for this position is between \$97,715 and \$107,950.

**Environmental, Staff, and Public Safety**

N/A

**Follow-up Action / Communications**

If approved, Administration will communicate all organizational changes to staff.

## Report Approval Details

Document Title:	20201110 IT Support Technician .docx
Attachments:	- 2020-11-10 IT Support Technician - Business Plan.docx
Final Approval Date:	Nov 2, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Brian Henderson", written in a cursive style.

Brian Henderson