



CITY OF LIMA
Sharetta Smith, Mayor

50 Town Square
Lima, Ohio 45801-4900
Phone: 419-228-5462
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www.cityhall.lima.oh.us

8/19/2024

Civil Service Board
50 Town Square
Lima, Ohio 45801

Subject: DSG Reorganization

Dear Members of the Civil Service Board,

I am writing to formally approve and confirm the reorganization plan for the DSG Department (IT) as proposed by the management team. This reorganization is designed to enhance operational efficiency, improve service delivery, and better align the department's structure with the strategic goals of our organization.

I appreciate your attention to this matter and look forward to your support in implementing the approved reorganization. Please let me know if you require any additional information or if there are further steps we need to take to facilitate this transition.

Sincerely,

Della Bradford
Human Resources Director

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CITY OF LIMA

Department of Utilities

50 Town Square
Lima, Ohio 45801-4900
Phone: 419-221-5294
Fax: 419-221-5207
www.limaohio.gov

August 19, 2024

Della Bradford
HR Director

RE: Reorganization of the Utilities Department's Data System Group Division

Below are the proposed changes that the Mayor would like to see for the reorganization of the Data Systems Group.

1. Removing Data Systems Manager position from division.
2. Create a Data Systems Office Manager position with a pay range 17B-17E. We would post the position internally first and if no qualified applications received open up to public.
3. Create an Operational Technology Administrator position with a pay range 30B-30E. This position will handle the Water and Sewer plant's SCADA systems and will oversee and provide direction to the Electronic Technicians. Even though this will be a new position, James Lhamon is currently a Computer Programmer-Operator, however, he is already performing the duties of this position and has all the qualifications for the position so we would like to have him fill the position.
4. Updating Job Specifications for Network Administrator with pay range remaining the same.
5. Updating Job Specifications for GIS Administrative Tech and increasing pay range from 24B/26B to 30B/31B.
6. Changing job title from Computer Programmer-Operator to IT Support Specialist with pay range remaining the same. One position designated for LPD

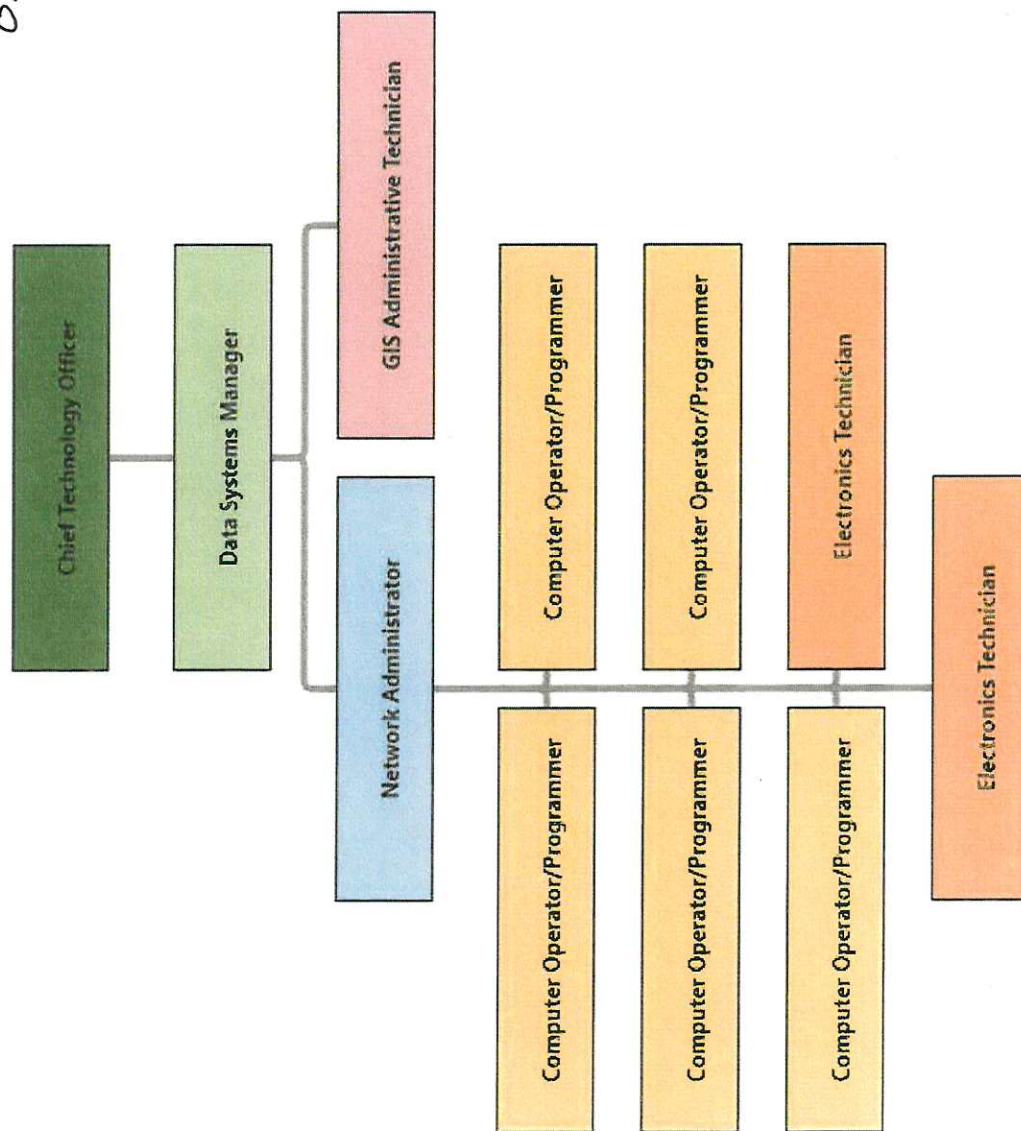
If you have any questions please let me know.

Sincerely,

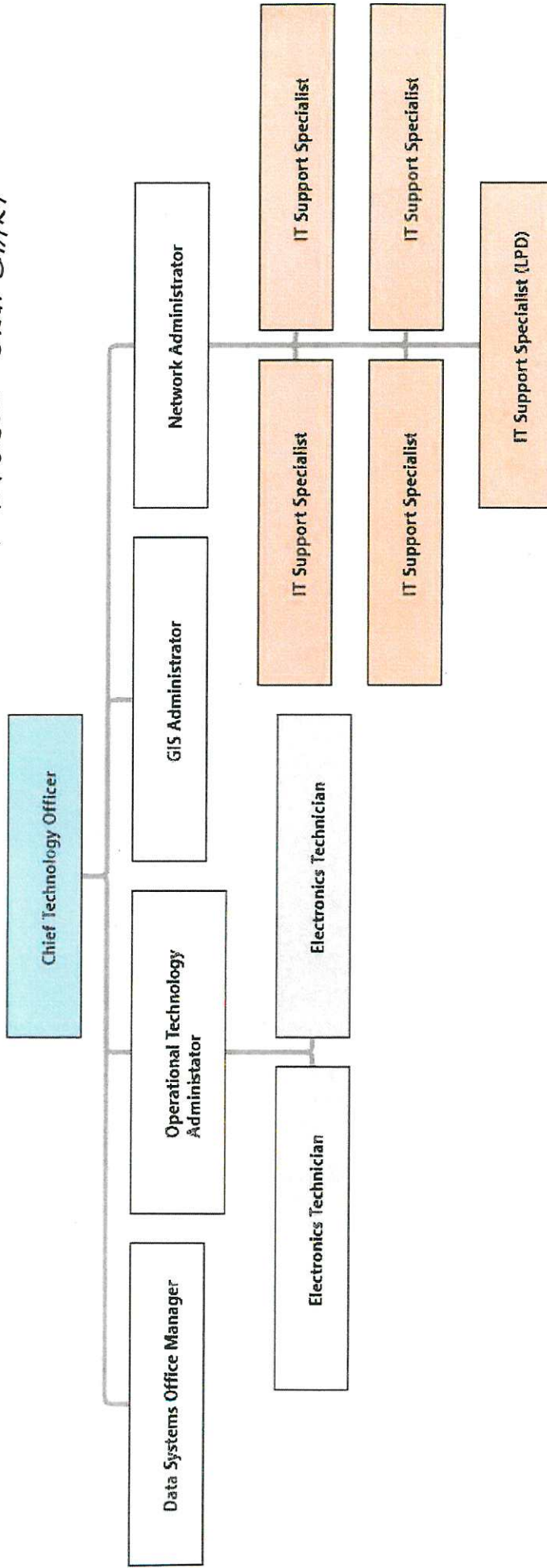
Mike Caprella
Director of Utilities

9/12/24

CURRENT
ORG. CHART



9/12/24
PROPOSED ORG. CHART



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CLASSIFICATION SPECIFICATION

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Class Title: **Data Systems Office Manager**

JOB RESPONSIBILITIES: In addition to the following, perform other related duties as required.

Performs highly specialized administrative and secretarial duties; under direction assists in day to day operation of the Data Systems Group; provides administrative support to Chief Technology Officer and all other employees; prepares and processes bid packages and other department related documents using various computer software programs, and in compliance with established procedures; may prepare, type and examine minutes of meetings; maintains calendar; may interface with elected and appointed officials, other staff, governmental agencies and labor organizations; may work in a demanding environment with critical and often conflicting priorities requiring independent judgement and immediate decision-making; assists with public relations activities; prepares and maintains internal and external confidential records; performs related clerical activities; performs financial and payroll functions; prepares variety of materials from rough draft, recording or written or oral instruction; performs facility, equipment, and supplies functions

QUALIFICATIONS: The training, education and work experience which indicates possession of the knowledge, skills and abilities listed below. The minimum acceptable qualifications for this position are:

Associates Degree in Business Administration, Management or a related field with four (4) years verifiable experience with primary responsibility as a secretary, administrative assistant or comparable role, or a minimum of six (6) years verifiable experience with primary responsibility as secretary, administrative assistant or comparable role.

ILLUSTRATIVE DUTIES OF THE CLASSIFICATION: The following duties are intended to depict tasks performed by this classification.

1. Performs administrative and secretarial duties; handles matters of a confidential or sensitive nature; composes and distributes correspondences such as: memos, letters, faxes and forms for signature; reviews, proofreads, edits, routes and tracks incoming and outgoing correspondences and documents; organizes, arranges and schedules appointments and meetings; routes calls and in-person inquiries to the appropriate person or location; maintains department contact list; develops and maintains document filing system; orders office supplies; operates, maintains, repairs and ensures proper maintenance of equipment; takes transcribes dictation and meeting minutes; receives, sorts and distributes mail; runs errands for department
2. Provides administrative support to Data Systems Group; completes or assists with completion of special projects or assignments; gathers and compiles routine data for preparation of and prepares routine reports; inter-office forms, requisitions and similar papers; maintains frequent contacts with public and private executives, professionals and

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other officials on behalf of Chief Technology Officer; performs other duties as required by Chief Technology Officer or other Administrators.

3. Interprets and applies department and office policies, procedures, rules and regulations which may require familiarity with the Data Systems Group administrative and personnel procedures, Civil Service Commission Rules, and departmental organizations. May assist in development of new policies, forms and procedures
4. Performs complex financial transactions for all departments; prepares and maintains detailed financial and/or statistical data; gathers, compiles and calculates financial transactions; reconciles purchasing card payments with stubs; various documents such as purchase orders and invoices; prepares and types annual and monthly reports; refers unusual accounting developments to supervisor; confers with appropriate officials/agencies/business to confirm data; verifies and edits data for input; reviews records and reports to ensure accuracy and consistency
5. Performs payroll functions; gathers and examines timesheets to ensure validity; manages the payroll process and resolves any payroll-related errors, reviews and maintains payroll records for Data Systems division; generates divisions payroll reports for approval; distributes paychecks and paystubs; creates and distributes advancement letters; maintains proper records of employee attendance and leaves, finalizes retirements and terminations; schedules interviews
6. Prepares and maintains records and information of confidential or sensitive nature; maintains personnel, financial, statistical, and related records according to established procedures; prepares periodic reports for external agencies; retrieves information from files; type's lengthy or complex technical documents requiring knowledge of specific division terminology.
7. Prepares various bid packages; answers questions pertaining to bids; attends bid openings as department representative as necessary; prepares bid tabulations; compiles all paperwork and obtains proper signatures to complete project file; ensures completed contract and all correspondences are sent to all necessary departments and contractors
8. Prepares communication and legislation letters for council; ensures all documents are signed and distributed to appropriate departments by deadline; tracks and organizes all ordinances related to the division; sends or acts upon ordinances as needed
9. Handles all vehicle computer inputting for the Data Systems Group; creates and assigns vehicles in fuel management system, directs paperwork to have proper assets completed in GIS and Financial System

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10. Performs related clerical activities; prepares a variety of material from rough draft, recording, written or oral instruction; updates organizational records; contacts appropriate parties to verify received information reviews documents for accuracy and completeness; counts, sorts, collates and arranges documents for typing or copying; verifies receipt of documents; distributes documents to appropriate personnel; confers with appropriate officials/agencies to clarify or confirm data; reviews; verifies and edits data to be input; reviews records and reports generated by computer to ensure accuracy and consistency
11. Assists with public relations activities; resolves routine inter-organizational problems; serves as liaison with governmental officials, department heads, constituents, attorneys, media and general public; represents supervisor at assigned functions; transmits decisions and directives to involved parties; routes routine information and documents to appropriate personnel; answers telephone and responds to inquiries and complaints; provides general information to public; greets and screens persons entering department; conducts correspondence with general public, adjusting complaints or supplying information explaining department procedures; interprets regulations according to defined standards and applies rules to a variety of work situations; schedules tours.
12. Performs other related duties as required; supervises work activities of temporary employees (e.g., assigns and reviews work).
13. Prepares and maintains accurate records of software licensing for Data Systems Group and/or other City divisions and departments.

KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties

Knowledge of: The City's and the Division's organizational structure and functions; City and divisional personnel rules, policies, practices, and procedures; principals of office clerical administration, including filing systems, correspondence procedures, and telephone techniques; correct form and English usage for business communications, including rules of grammar, punctuation and spelling; basic arithmetic, Fair Labor Standards Act; data processing techniques and procedures; purchasing; inventory control; records preparation and management; strong organizational skills with ability to multi-task office equipment operation; public relations; accounting; bookkeeping; competitive bidding law; computer science; supervision.

Skill in: Excellent MS Office knowledge, outstanding written and oral communication

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Ability to: Prepare and type accurate documents such as correspondence, reports, agendas, minutes, charts, surveys, and tables containing extensive numerical data; operate word processing equipment, including personal computers; make accurate mathematical computations; read and interpret complex materials; plan, organize, direct, coordinate, and review the work of subordinate employees; composes business letters and office reports, maintain records, and secure information; communicate effectively both orally and in writing; deal tactfully and effectively with public officials, city employees, and the public

EQUIPMENT OPERATED

Computer, printer/copy machine, fax machine, telephone, calculator, telephone, dictation equipment

LICENSURE OF CERTIFICATION REQUIREMENTS

State of Ohio Driver's License may be required

Adopted: ____/____/____ Revision: ____/____/____ Approved: ____/____/____

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Class Title: **Operational Technology Administrator**

Code:

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under general direction, manages the City of Lima's process control network, data processing and communication functions; directs and participates in data processing operating and programming functions; coordinates the programming, maintenance and use of data processing equipment; maintains personal and professional competence and awareness. May provide technical direction to less skilled IT Support Specialists, Electronics Technicians or system users.

QUALIFICATIONS: The training, education and work experience which indicates possession of the knowledge, skills and abilities listed below. The minimum acceptable qualifications for this position are:

Bachelor of Science or Associates Degree in Systems Analysis, Computer Science, Information Technology or equivalent degree and four (4) years of progressive responsible experiences in this field including at least three (3) years of experience working with SCADA systems. Candidate will be required to demonstrate significant competencies within the areas of Operation Technology (OT), Industrial Control Systems (ICS), Supervisory Control and Data Acquisition (SCADA) and OT Communication technologies.

ILLUSTRATIVE DUTIES: The following duties are intended to depict tasks performed by this classification:

1. Manages City of Lima's process control and SCADA functions; oversees the operation of all SCADA System operation, communication and reporting. Participates in developing long and short range plans concerning the City's SCADA systems, equipment and communication; develops, implements and directs procedures for achieving the goals set forth by the City of Lima's Data Systems Group and the Utilities Department; participates with the Administration in developing preliminary budget estimates and develops project cost statistics.
2. Directs and participates in process control operations and SCADA programming functions; performs various systems analyses; develops process flow charts; makes test runs and corrects errors; operates a variety of electronic instrumentation equipment to facilitate data acquisition, statistical analysis and reporting.
3. Coordinates the programming, maintenance and use of process control equipment; determines equipment set up and operation; documents correct control procedures to be followed in operation; operates all computer systems and peripheral equipment making operating adjustments to the equipment as required; performs minor troubleshooting;

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directs and participates in implementation of process control programs; modifies existing programs, writes new instructions and deletes old routines; administers staff training and system user training; coordinates process control and SCADA system maintenance and upgrades; maintains operating logs and makes reports.

4. Maintains personal and professional competence and awareness; attends seminars and training courses to remain knowledgeable of current Process Control technologies, threats and trends.
5. Completes other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of computer science; computer programming; systems analysis; network systems and configurations; organizational goals and objectives*; billing and collection; water and wastewater treatment plant operations and computer control of these systems; supervision; Process Control techniques and procedures; employee training and development; inventory control; budgeting; statistics.

Skill in: computer operation; computer program maintenance; data entry; SCADA system design and operation

Ability to: write and improve computer programs; understand technical manuals and verbal instructions; deal with many variables and determine specific action; prepare accurate documentation; compile and prepare reports; proof read technical materials, recognize errors and make corrections; develop and maintain effective working relationships..

EQUIPMENT OPERATED: Industrial Control Equipment, Automobile

LICENSURE OR CERTIFICATION REQUIREMENTS: Valid Ohio Driver's License.

Adopted: ____/____/____ Revision: ____/____/____ Approved: ____/____/____

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Class Title: **GIS Administrative Tech Administrator**

Code:

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under supervision, the GIS Administrative Tech plans for, implements and assures integration of all aspects of the City's Geographic Information Systems (GIS). Provides support for related projects including facilitating project teams, identifying resources and establishing project objectives, timelines and milestones and developing standards for GIS deployment and use. Performs administrative support functions and related duties as required.

QUALIFICATIONS: The training, education and work experience which indicates possession of the knowledge, skills and abilities listed below. The minimum acceptable qualifications for this position are:

A Bachelor's degree, or associates degree with certification in GIS, Geography, Earth Science, Engineering, Computer Science or a related field from an accredited college or university and a minimum of 3-years' experience as a GIS Administrator, GIS Coordinator, or similar position with professional-level experience in the design, development, implementation, and administration of geographic information systems, including analysis and database development and integration. A GIS ESRI Technical Certification in at the **Desktop Domain Foundation Level** is required within the probationary period. Possession of an ESRI GIS Technical Certification within the **Enterprise Domain Associate or Professional Level** designates the employee as an Administrative Technician/GIS with Certification.

ILLUSTRATIVE DUTIES: The following duties are intended to depict tasks performed by this classification:

1. Ensures the timely and successful implementation of GIS-related projects.
2. Assists in the development and management of GIS project plans including defining requirements, tasks, and resource assignments, ensuring that approved quality levels and deadlines are met.
3. Prepares GIS project plans and schedules to include coordinating resources, tasks, and work assignments. Manages GIS-related teams of City staff and vendors to ensure that GIS project objectives and timelines are met.
4. Develops standards for GIS deployment and use within the City. Provides GIS-related technical guidance and assistance to project teams.
5. Serves as a liaison with GIS vendors for the proper acquisition, installation, operation and maintenance of GIS-related resources.

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6. Maintains expertise in GIS-related software and technologies.
7. Provides the City's Public Safety systems with the most recent and accurate GIS data available.
8. Ensures the Utilities Divisions, Public Works, Engineering, Permitting, Planning, and Asset Management systems must have the latest GIS data.
9. Develops and implements reports from spatial information meeting City Departmental needs.
10. Provides training and technical support as needed to City staff.
11. Interfaces with other departments or outside agencies regarding future GIS projects.
12. Work with minimal staff and budget to achieve the City's GIS goals.
13. Performs all other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of GIS mapping software products including ESRI and other systems the City may acquire over time. A successful candidate should be familiar with the data requirements and discrepancies of each system including but not limited to the data requirements for the Lima Police Departments CMI software. Practices and standards required for maintaining GIS Public Safety data. This includes GIS data for 911 Dispatch, Records, and Emergency Run Maps. Commercial database systems. Imagery formats commonly used for municipal government applications. Ability to manipulate imagery as required. SQL and it's usage to create and modify data sources for the City's GIS.

Skill in: acquiring knowledge on emerging GIS technologies and their application to improve City services. Oral and written presentation. Problem solving, data analysis and computer system integration. Oral and written communication. Project planning and implementation.

Ability to: make sound decisions concerning GIS technologies as they apply to the City. Analyze complex problems, evaluate alternatives, and provide sound, reasonable, well-structured recommendations. Prepare and present clear and well-organized written and oral reports to City Council, City administration and other groups as required. Explain GIS-related technical issues and concepts to non-technical staff. Use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions. Establish and maintain effective working relationships with various members of City workforce including subordinates, peers, superiors, vendor representatives and clients. Plan, manage, and implement GIS-related projects; assessing progress and making appropriate

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corrections to keep projects on track. Plan, organize, supervise, review and evaluate the work of GIS project team staff in a manner that is conducive to independent judgement, and high performance and personal accountability. Assess the spatial needs of a City department and recommend solutions. Work with various skilled staff from other departments or outside agencies. Read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Write reports, business correspondence, and procedure manuals. Effectively present information and respond to questions from groups of managers, clients, outside agencies, and the general public.

ESSENTIAL FUNCTIONS:

With or without reasonable accommodation, the incumbent must:

- Complete all work as detailed in the illustrative duties section at acceptable productivity levels
- Demonstrate all skills and abilities as referenced in this job specification at acceptable productivity levels
- Demonstrate reasonable and reliable attendance
- Maintain all required licensures and/or certifications
- Operate all designated equipment at acceptable productivity levels

EQUIPMENT OPERATED:

Includes but not limited to computers and various data processing equipment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License. GIS ESRI Technical Certification in at the Desktop Domain Foundation Level.

State of Ohio Driver's License may be required

Adopted: ____/____/____ Revision: ____/____/____ Approved: ____/____/____

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Class Title: ~~Computer Programmer Operator~~ **IT Support Specialist**

Code: 1483

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under general supervision, with increased levels of responsibility base on demonstrated competencies, performs varying computer operations, installation and maintenance of computer software, computer program development work as necessary for efficient and effective operation of the City of Lima's computer systems; performs progressively complex task in the field of computer science, including installation, configuration and assisting operators in use of various operating systems and application software; basic knowledge of computer hardware; basic to complex network management; basic to complex development of software programs using various development tools. Work responsibilities may progress from team member, to team leader, to administrative and independent assignments as competencies are developed.

QUALIFICATIONS: The training, education and work experience which indicates possession of the knowledge, skills and abilities listed below. The minimum acceptable qualifications for this position are:

Associates Degree in Computer Science or related information technology field and two (2) years of experience in the field of computer science or network administration. Bachelor of Science Degree in Computer Science or related field recommended.

Must possess a valid Ohio driver's license. Position advances through three Career Stages (Learner, Applier and Mentor) based on the demonstration of acquired competencies as defined by the Competency Matrix and check list developed for the position (on file in Utilities Administrative Office and Human Resources). Bachelor of Science Degree requirement for Mentor Career Stage Advancement.

ILLUSTRATIVE DUTIES: The following duties are intended to depict tasks performed by this classification:

The Competency Matrix and supporting checklist are reflective of the duties and tasks performed for each of the three Career Stages (Learner, Applier and Mentor) within this classification. The matrix is periodically modified to reflect any change of duty or task performed by this classification.

General illustrative duties are presented to familiarize the employee to the classification with specific reference container in the matrix: Learner competencies support the general division operations; advancing to the Applier reflects intermediate skills and moderately complex job and leadership responsibilities; while Mentor provides for advance skills and knowledge, with mastery of the most complex job applications, with advanced leadership and administrative responsibilities.

1. Performs basic to most complex tasks as required to provide computer services to internal and external users of the City of Lima's computer systems.
2. Performs daily, weekly and monthly back-up procedures; maintains software libraries.
3. Performs trouble shooting tasks of varying complexity and effects or recommends appropriate remedies.

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4. Monitors technological advances in the fields of process control and data processing and recommends new technologies to improve the City's computer capabilities. As skills progress performs increasingly complex tasks in the purchase, installation, configuration and training in the use of various operating systems, application software and personal computers; configures, orders, receives, assembles and tests desktop, and portable computer systems; trouble shoots workstations to determine cause of failure or error and recommends or effects appropriate remedies; develops in depth knowledge of PC to Network relationships; provides "help desk" type assistance to computer users.
5. Performs increasingly complex tasks associated with use of standard software such as word processing, spread sheet, data base and email applications; installs standard and specialty software such as office productivity; graphics; cash and receipting software programs.
6. Performs basic to complex installation, maintenance and development of process control software programs; makes modifications to existing treatment plant graphic displays; develops a thorough knowledge of plant control software; makes modifications to plant control software; develops new plant control programs and displays; works as a team member or team leader on various plant projects in the area of process control or data processing installations.
7. Performs basic to complex network management tasks; uses network commands to add users, establish and modify use permissions, and develop login scripts; gains thorough understanding of network functionality, cable layout and communication procedures; operates basic to complex programs to monitor network status and reliability.
8. Develops a basic to most complex understanding of the use of communications equipment which utilizes combinations of wired, fiber optic and wireless communications techniques; operates basic to complex programs as required to maintain a wide range of communications devices.
9. Operates computer terminal or system computer to enter, produce or verify information; performs data entry activities to maintain accurate maintenance, procurement, and asset tracking records as needed; develops documents, spreadsheets or ad hoc reports as required for efficient operation of the division.
10. Performs facility, equipment and supplies functions; procures services, equipment and supplies; maintains inventory of equipment and supplies; performs routine cleaning and maintenance of facility and equipment.
11. Performs related duties as required, based on competencies acquired; performs project tracking/management tasks; applies purchased to various budget line items as dictated by the tasks associated with the purchase; performs payroll preparation and personnel review duties; provides administrative support to supervisor.

KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of computer science; computer programming; computer hardware and software; data processing techniques and procedures; employee training and development.

Skill in: computer operation; computer programming; motor vehicle operation

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Ability to: interpret complex written and oral instructions; prepare accurate documentation; communicate effectively; understand complex data processing procedures across multiple hardware platforms and operating systems; maintain effective working relationships; work as a team member or team leader; provide consultation to various teams, supervisors or department heads; travel to and gain access to work site.

EQUIPMENT OPERATED:

Includes but not limited to computers, printers and various data processing equipment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

State of Ohio Driver's License may be required

Adopted: ____/____/____ Revision: ____/____/____ Approved: ____/____/____