



Board Agenda Item 43

DATE: December 11, 2018

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, Director of Human Resources

SUBJECT: Salary Resolution Amendment - Business Systems Analyst

RECOMMENDED ACTION(S):

Approve amendment to the Salary Resolution retitling the Systems and Procedures Analyst I/II/III/Sr. classification series to Business Systems Analyst I/II/III/Sr., as reflected on Appendix "A" effective December 17, 2018.

There is no additional Net County Cost associated with the approval of the recommended action, which would authorize the Department of Human Resources (HR) to implement updated business systems support classifications and specifications consistent with functions currently performed by incumbents in County departments, based on findings resulting from a classification study conducted by HR in consultation with County departments. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended action, the current classification series and associated job specifications would remain unchanged and the County's classification system will not reflect current industry standard titles and functions currently performed by incumbent staff.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended action. Approval of the recommended action will update classification titles and associated job specifications with no impact to compensation.

DISCUSSION:

In consultation with County departments, HR conducted a classification study of IT related positions to address the business needs of the County, update job classifications and specifications, and ensure employees are functioning appropriately within the County's classification system.

On June 12, 2018, your Board authorized HR to implement changes resulting from this study to the Network Systems Engineer classification series, including the establishment of the Information Technology Specialist classification series. Phase Two of this study focused on identifying the current functions of Systems and Procedures Analyst (SPA) staff throughout the County in order to ensure incumbents and prospective applicants have an accurate description of the duties and responsibilities of the classification series. The proposed classification series retitle retains a flexible service delivery model while modernizing the affected classifications to reflect current industry standard terminology.

Forty-six incumbents' job titles will change as result of implementation of the recommended action. There

will be no change in compensation associated with this action. No positions are to be added or deleted.

REFERENCE MATERIAL:

BAI #8, June 12, 2018

ATTACHMENTS INCLUDED AND/OR ON FILE:

Appendix A

CAO ANALYST:

Debbie Paolinelli