



Board Agenda Item 29

DATE: November 5, 2019

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, Director of Human Resources

SUBJECT: Salary Resolution Amendments - Information Technology Management

RECOMMENDED ACTION(S):

Implement new information technology management classifications, and place affected incumbents into these classifications, effective November 4, 2019, as reflected on Appendix "C".

Approval of the recommended action would authorize the Department of Human Resources (HR) to implement updated information technology (IT) management classifications consistent with functions currently performed by incumbents in County departments, based on findings of a classification review conducted by HR.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended action, current IT management classifications and specifications would remain unchanged and County departments may not be able to provide the most effective and timely services to internal and external customers.

FISCAL IMPACT:

The total estimated annualized cost of the recommended action for FY 19-20 in County Clerk - Elections (Org 2850), Public Works and Planning (Org 43652000), Probation (Org 34300700), Department of Social Services (Org 5610) and Department of Child Support Services (Org 5110) is \$79,015; \$31,067 of which is Net County Cost.

DISCUSSION:

In consultation with County departments, HR has evaluated IT management positions to address business needs, update current job specifications and develop new classifications, and ensure incumbents are functioning appropriately within the County's classification system. The analysis focused on identifying unique allocation factors and distinguishing characteristics of decentralized IT management classifications currently allocated to County departments. The proposed Salary Resolution Amendments will serve to create a more effective IT management structure and facilitate IT service delivery to County departments and customers.

The following changes will occur as a result of implementation of the recommended actions:

- The current Systems and Procedures Manager classification will be retitled to Business Systems Manager for consistency with the Business Systems Analyst series.

- Allocation of a Business Systems Manager within the Department of Child Support Services (Org 5110) and reclassification of current Senior Business Systems Analyst incumbent upward into the new classification.
- Allocation of a Probation Information Technology Manager within Probation (Org 34300700) and reclassification of current Senior Business Systems Analyst incumbent upward into the new classification.
- Allocation of a County Clerk Information Technology Manager within County Clerk - Elections (Org 2850) and reclassification of current Systems and Procedures Manager incumbent upward into the new classification.
- Allocation of a Public Works and Planning Information Technology Manager within Public Works and Planning (Org 43652000) and reclassification of current Systems and Procedures Manager incumbent upward into the new classification.

Five incumbents will be affected by implementation of the recommended actions outlined above (one of which will only be subject to retitle). HR has worked closely with affected departments to ensure the proposed classifications are appropriately filled. Four of the five incumbents will receive an increase in compensation, and no staff will lose pay.

In addition to implementing the updated IT management job specifications and classifications as identified, HR is also recommending the removal of an allocation for Senior Business Systems Analyst (Sr. BSA) within County Clerk - Elections and Probation, as well as the conversion of one Business Systems Analyst I/II/III/Sr. allocation to Information Technology Analyst I/II/III/IV within Public Works and Planning. The Sr. BSA is a supervisory classification intended to supervise BSA incumbents within County departments. The identified departments will only retain one allocation for Business Systems Analyst following approval of the recommended amendments, therefore a supervisor is not necessary.

There will be no net added positions in any department as a result of approval of these Salary Resolution Amendments.

REFERENCE MATERIAL:

Appendix C

CAO ANALYST:

Debbie Paolinelli