



# Mendocino County

## Legislation Text

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**File #:** 19-0246, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** March 26, 2019

**Department Contact:** Heidi Dunham

**Phone:** 234.6600

**Item Type:** Regular Agenda

**Time Allocated for Item:** 30 Mins

**Agenda Title:**

Discussion and Possible Action Including Adoption of Resolution Adopting the New Classifications of Communications Technician S34D, Senior Network Analyst S39D, and Information Services Business Applications Manager MA40, and Amending the Position Allocation Table as Follows: Budget Unit 1960 - Add 1.0 FTE Communications Technician, 1.0 FTE Senior Network Systems Analyst, 1.0 FTE Information Services Business Applications Manager, 1.0 FTE Administrative Services Manager I  
(Sponsor: Human Resources)

**Recommended Action/Motion:**

Adopt Resolution adopting the new classifications of Communications Technician S34D, Senior Network Analyst S39D, and Information Services Business Applications Manager MA40, and amending the Position Allocation table as follows: Budget Unit 1960 - add 1.0 FTE Communications Technician, 1.0 FTE Senior Network Systems Analyst, 1.0 FTE Information Services Business Applications Manager, 1.0 FTE Administrative Services Manager I; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 19, 2018, the Board of Supervisors adopted the Master Position Allocation Table for FY 2018 - 2019 Budget, Resolution No. 18-086.

**Summary of Request:**

The Human Resources Department is charged, as part of the overall maintenance of the classification and compensation plan, to evaluate current classifications, create new classifications (including appropriate salary levels), reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make recommendations for additions, modifications, and corrections.

This request is in keeping with the IT Master Plan adopted by the Board of Supervisors. In this review, the County's IT Master Plan consultant, ClientFirst, conducted an operational assessment of the County's current Information Services Division operations and staffing (including classifications, duties and tasks, and any potential resource needs/deficiencies. In order to fulfill the department needs, Human Resources has developed and recommends the adoption of three (3) new classifications and the addition of 3.0 FTE allocations for 1.0 FTE Communications Technician; 1.0 FTE Senior Network Systems Analyst; 1.0 FTE Information Services Business Applications Manager. The Civil Service Commission accepted and adopted these classifications at its February 20, 2019 Civil Service Meeting. The department is further requesting the

addition of 1.0 FTE Administrative Services Manager I, this position will provide the necessary support of the operations, including managing and maintaining project accounting related to the IT Master Plan, reconciling and tracking all expenses associated with the Information Services operational budget, as well as IT Reserve. In addition, this position will manage the Information Services Help Desk, end-user device support, hardware and software inventories, equipment replacement planning and procurement as recommended by the IT Master Plan. The position will also work with the IS Division Manager to develop department metrics in order to measure Department achievements versus goals.

The fiscal impacts shown below reflect step 5 of the salary grades and include the cost of benefits. The County has fulfilled the necessary communications with affected bargaining units related to the unit determination and salary of these classifications. The Executive Office/Information Services Division has budgeted for the additional positions in the Fiscal Year 2018/19 budget. The salary increases associated with the classification changes will be absorbed this FY due to salary savings. As presented, there are three additional classifications being proposed, with no offsetting positions to delete as the Division has no vacant unallocated positions at this time. Should the Board of Supervisors direct that there be offsetting positions deleted, direction can be given to the Human Resources department to identify other positions within the County system for deletion.

**Alternative Action/Motion:**

Do not adopt the Resolution and provide direction to staff.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** Budget Unit 1960

**current f/y cost:** \$96,465 Increase

**annual recurring cost:** \$501,619 Increase

**budget clarification:** The Executive Office/Information Services Division budgeted for the additional positions in the 2018/19 budget. The salary increases associated with the classification changes will be absorbed this FY due to salary savings.

**budgeted in current f/y:** Yes

**if no, please describe:**

**revenue agreement:** N/A

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**



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Executed By: Meribeth Dermond, Deputy Clerk Final Status: **Adopted**

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Date: March 27, 2019

Executed Item Number: **Resolution** 19-155

