



# Mendocino County

## Legislation Text

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File #: 21-0336, Version: 1

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**To: Board of Supervisors**

**From: Human Resources**

**Meeting Date:** March 23, 2021

**Department Contact:** William Schurtz

**Phone:** 234.6600

**Department Contact:** Juanie Cranmer

**Phone:** 234.6600

**Item Type:** Regular Agenda

**Time Allocated for Item:** 30 Mins

**Agenda Title:**

Discussion and Possible Action Including Adoption of Resolution Adopting a New Classification - Director of Information Services (Chief Information Officer), Salary No. 6298; and Amending the Position Allocation Table as Follows: Budget Unit 1960, Add 1.0 FTE Director of Information Services (Chief Information Officer) (Sponsor: Human Resources)

**Recommended Action/Motion:**

Adopt Resolution adopting the new classification of Director of Information Services (Chief Information Officer), Salary No. 6298; and amending the Position Allocation Table as Follows: Budget Unit 1960, add 1.0 FTE Director of Information Services (Chief Information Officer); and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 23, 2020, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2020-2021 Budget, Resolution Number 20-079.

**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.

In 2006, the stand-alone Information Services Department was consolidated with the General Services Department to form the General Services Agency (GSA). In 2015, the GSA was decentralized, with the operations becoming Divisions of the Executive Office. Since that time, the Executive Office analyzed the various divisions, their operational structures, and resource needs. In 2017, the Board of Supervisors adopted the Information Technology (IT) Master Plan that included a review and analysis of the County's IT staffing resources. Given the nature of the County's IT infrastructure needs, and to fulfill the implementation of the IT Master Plan, it was determined that creating a stand-alone Information Services department, with a dedicated department head, would be in keeping with the IT Master Plan and further the strategic alignment with the Board of Supervisors goals and objectives. The creation of the stand-alone department will not require the addition of any staffing resources at this time. With the Executive Office's formation of a Fiscal and Administrative unit, this stand-alone department would be utilizing this unit to support the common

departmental fiscal and administrative tasks, thereby reducing the common administrative overhead required of a stand-alone department. As part of the IT Master Planning process and implementation, Information Services leadership have developed a five year resource allocation plan that will align with the needs associated with the implementation of the Five Year IT Master Plan.

This item proposes the Board adopt the Department Head classification of Director of Information Services (Chief Information Officer); the proposed salary for this department head classification is \$130,998.40 - \$159,244.80. The County has fulfilled its obligations with the affected bargaining units. The fiscal impacts shown below reflect these positions at Step 5 of the proposed wages and include the cost of benefits.

**Alternative Action/Motion:**

Do not adopt recommendations and direct staff to study alternatives.

**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:** \$64,310

**annual recurring cost:** \$278,678

**budget clarification:** The department will be able to absorb the fiscal impacts within the operating budget(s) salary savings. The department will prepare salary projections including the salary adopted within this resolution next fiscal year.

**budgeted in current f/y:** No

**if no, please describe:**

**revenue agreement:** No

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

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**CEO Liaison:** Executive Office

**CEO Review:** Yes

**CEO Comments:**

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Executed By: Atlas Pearson, Deputy Clerk I

Date: March 25, 2021

Final Status: Adopted

Executed Item Type: Resolution Number: 21-041

