



Agenda Date: 2/7/2006
Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Amend Departmental Allocation List for Information Technology Services

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Information Technology Services Division of the County Executive Office with regards to deleting one (1) Computer Systems Coordinator and one (1) Information Systems Specialist I/II/Senior and adding two (2) Information Systems Supervisor positions, effective February 7, 2006.

EXECUTIVE SUMMARY

The Chief Information Officer, in conjunction with an outside organizational consultant, has undertaken a study to identify needed organizational changes in the Information Technology Services Division which will facilitate increased productivity, enhance customer service, and provide more consistent direction to the staff. One of the changes that has been identified is the need for additional supervisors to provide the daily technical and administrative direction in order to free more time for the Information Systems Managers to develop and implement action plans to ensure that operational goals are met.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Information Technology Services (ITS). Funds for this action are available from salary savings related to the two positions to be deleted and from previous vacancies.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Information Technology Services Division has identified a need to provide

more direct leadership to staff. The addition of these two supervisory positions is part of the overall organizational change that is being proposed to assist the Division meet its expected operational goals and objectives.

Is the general fund affected? No

Future fiscal impact: The additional salary expense associated with this request for Fiscal Year 05-06 is \$11,712.80. Thereafter, the salary and benefits expenses for this two positions will be budgeted annually.

Consequences if not approved: The Information Technology Services Division's ability to meet its expected service levels will be negatively impacted.

Additional Information: None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Chief Information Officer, with concurrence of the County Executive Office, hired an outside professional organizational management consultant to help identify needed changes to be recommended within the Information Technology Services Division to ensure greater productivity, enhanced customer service, and increased employee satisfaction within the Division. One of the changes that has been identified is the need for additional supervisors to provide the daily technical and administrative direction in order to free more time for the Information Systems Managers to develop and implement action plans to ensure that operational goals and objectives are met.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey