



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 3/24/2020

Agenda Placement: 6K

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Karen Taylor - Director  
Human Resources

**REPORT BY:** Kevin Lemieux, Senior Human Resources Analyst - 253-4000

**SUBJECT:** Adoption of a Resolution Amending the Departmental Allocation List for the Information Technology Services Division of the County Executive Office

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### **RECOMMENDATION**

Director of Human Resources and Chief Information Officer request adoption of a resolution amending the Departmental Allocation List for the Information Technology Services Division of the County Executive Office, as follows, effective March 24, 2020, with no net increase in full-time equivalents, and no impact to the General Fund:

1. Delete one 1.0 FTE Information Systems Manager (MC); and
2. Add one 1.0 FTE Information Systems Specialist I/II/Senior.

### **EXECUTIVE SUMMARY**

If approved, this request will delete a vacant Information Systems Manager position and replaces it with a flexibly-staffed Information Systems Specialist I/II/Senior position. This action is intended to address the growing demand for Geographic Information System service and support across County departments.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No

What is the revenue source?	The positions affected by this request are 100% funded by the County General Fund. However, the new position requested is compensated at a lower rate than the existing vacant position it replaces.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action is critical to meeting the growing Geographic Information System (GIS) needs of multiple County departments.
Is the general fund affected?	No
Future fiscal impact:	The decreased cost of salary and benefits associated with this change, for the remainder of Fiscal Year 2019-2020, is estimated at \$7,488. The decreased cost of salary and benefits for Fiscal Year 2020-2021 is estimated at \$44,928, and will be budgeted accordingly.
Consequences if not approved:	If the requested position changes are not approved, the Information Technology Services Division will not have adequate staffing available to meet the changing GIS requirements of various County departments.
County Strategic Plan pillar addressed:	Effective and Open Government
Additional Information:	

### **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**

If approved, the requested action would delete a vacant Information Systems Manager position, and add an Information Systems Specialist I/II/Senior position in the Information Technology Services Division of the County Executive Office. This recommendation is based on increasing Geographic Information System (GIS) needs at County departments, as the current Division staff cannot keep up with the increasing demands for GIS service and support. Adding an additional GIS staff, in lieu of filling the vacant Information System Manager position, will help the Division work to meet current and anticipated future GIS needs.

Therefore, the Director of Human Resources and Chief Information Officer recommend the adoption of a resolution to amend the Departmental Allocation List as shown in Exhibit "A," effective March 24, 2020, with no net increase in full-time equivalents, and no impact to the General Fund.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi