A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY BOARD OF SUPERVISORS
Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
                   Human Resources

REPORT BY: Vincent James, Human Resources Analyst II - 707-253-4305

SUBJECT: Adoption of Resolution Amending the Table and Index, the Departmental Allocation List, and
                      Appropriate Personnel Policies for the Information Technology Services Division of the County
                      Executive Office

RECOMMENDATION

Director of Human Resources and Chief Information Officer request adoption of a resolution, as follows, effective
March 11, 2017:

1. Amend the Table and Index of Classes by:
    a. Adding Deputy Chief Information Officer- Applications and Development (NCO);
    b. Adding Deputy Chief Information Officer- Infrastructure and Operations (NCO); and
    c. Deleting Assistant Chief Information Officer (MC)*.
2. Amend the Departmental Allocation List for the Information Technology Services Division of the County
   Executive Office by:
    a. Adding one 1.0 FTE Deputy Chief Information Officer- Applications and Development;
    b. Adding one 1.0 FTE Deputy Chief Information Officer- Infrastructure and Operations; and
    c. Deleting one 1.0 FTE Assistant Chief Information Officer.
3. Amend appropriate Personnel Policies as outlined in "Exhibit A" of the resolution.

*Classification to be deleted upon vacancy or at Fiscal Year 2016-2017, year end, whichever comes sooner.

EXECUTIVE SUMMARY

The Information Technology Services (ITS) Division provides for the technological needs of the County. Upon the
retirement of the former Assistant Chief Information Officer, the Chief Information Officer (CIO) had the opportunity
to review the department's management structure. During that review the CIO determined that in order to maintain
the high level of service in the ever changing technological landscape, there was a need for two Deputy Chief

Information Officers instead of one Assistant CIO. The Deputy Chief Information Officer classifications will provide day-to-day oversight and management of the County's technology infrastructure, communications and software applications, which will free up the CIO to focus more on ITS strategic initiatives and long term planning.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	ITS Internal Service Fund
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The addition of the Deputy Chief Information Officer classifications will allow the Chief Information Officer to focus more on Information Technology Services strategic initiatives and transfer day-to-day Information Technology Services operational tasks to the Deputy Chief Information Officer positions.
Is the general fund affected?	Yes
Future fiscal impact:	As an Internal Service Fund, Information Technology Division costs for the new positions will be incorporated into the allocation distributed among County departments and County Special districts. The total anticipated increase in the cost of salary and benefits is $223,000 annually.
Consequences if not approved:	If the proposed Deputy Chief Information Officer classifications are not approved, the CIO will have a need to continue oversight of day-to-day operations, and therefore, will be less effective in managing the strategic direction of the County's technology needs.
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

In 2009, the Board of Supervisors approved the addition of an Assistant Chief Information Officer classification as part of a reorganization effort in the ITS Division. This position was primarily responsible for the technology infrastructure operations of ITS, including network, server and communications services. This position was filled for six years until the employee in this position retired at the end of 2015. At that time, the CIO evaluated the division's management structure, and determined that in order to keep pace with the County's needs and changes in technology infrastructure, a better structure would be two Deputy Chief Information Officers, as opposed to one Assistant CIO. Having two Deputy Chief Information Officers will provide day-to-day oversight and management in critical areas of technology infrastructure, cloud-based systems, network connectivity and communications, and software applications. This will enable the Chief Information Officer to focus more time on the ITS Division's strategic planning process and less on day-to-day operations, and will enable the ITS Division to respond more

proactively to County departments' technology needs while providing necessary support to the ITS Division staff.

As a part of this evaluation, the CIO also determined there are a number of talented staff within the division who would be competitive candidates for the Deputy positions. Therefore, it is the intent of the CIO to run an internal promotional recruitment to fill the two Deputy positions. At that time, the division will evaluate the ongoing need for any vacant manager positions. With the addition of two Deputies, the CIO feels they may be able to downgrade one or more current management positions once they become vacant through promotion.

Therefore, Director of Human Resources and the Chief Information Officer recommend the adoption of a resolution to amend the Table and Index, Departmental Allocation List, and appropriate personnel policies as shown on Exhibit A, effective March 11, 2017.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan