



Agenda Date: 4/3/2007
Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Gregersen, Mark - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Amend Departmental Allocation List for the County Executive Office's Information Technology Services Division and its Records Management/Mail Services Unit

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following in connection with the County Executive Office's Information Technology Services Division and its Records Management/Mail Services Unit, effective April 7, 2007:

1. Amend the Departmental Allocation List to:
 - a. Delete one (1) (S) Information Systems Supervisor and add one (1) (M) Business Systems Manager-ITS;
 - b. Delete one (1) (M) Information Systems Manager II and add one (1) (M) Database Administrator;
 - c. Delete one (1) (M) Records Information Manager.
2. Amend the Table and Index of Classes to:
 - a. Delete one (1) (M) Records Information Manager;
 - b. Add one (1) (M) Business Systems Manager-ITS and one (1) (M) Database Administrator.
3. Amend appropriate policies deleting references to the Records Information Manager and adding references to the Business Systems Manager-ITS and Database Administrator.

EXECUTIVE SUMMARY

Human Resources received two reclassification requests from the Information Technology Services Division of the County Executive Office. Based on the finding of the study conducted for each request, Human Resources determined the following actions are warranted:

1. Create two new classifications, Business Services Manager-ITS and Database Administrator: and,
2. Align the salary for the Business Systems Manager-ITS with the Staff Services Manager; and,
3. Reclassify the current incumbent from Information Systems Supervisor to the Business Systems Manager-ITS class; and
4. Align the salary of the Database Administrator with the average top rate paid to similar positions found

- within our identified jurisdictions of comparison; and
5. Reclassify the current incumbent from Information Systems Manager II to the Database Administrator class; and,
 6. Delete the vacant Records Information Manager position in the ITS Records Management/Mail Services Unit.

The proposed actions result in salary and benefit savings in both the ITS budget and Records Management/Mail Services budget (General Fund). The primary savings is a result of combining the duties of a current Information Systems Supervisor and the Records Information Manager into the single position of Business Services Manager-ITS. Additionally, the reclassification of the Information Systems Manager II to Database Administrator results in a lower salary range. However, savings will only be recognized when in the future when the position becomes vacant.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Information Technology Services (ITS) Fund and the General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The changes are necessary for the ITS Division to continue to provide quality customer service and meet its business goals. The proposed actions result in the deletion of one management position and the reclassification of two others. The duties of the deleted position will be performed by the reclassified Business Systems Manager-ITS position who will charge approximately half her time to the Records Management/Mail Services budget unit. This results in an ongoing yearly savings (salary and benefits) of approximately \$23,000 in the Records Management/Mail Services budget (General Fund) and approximately \$58,000 in the ITS budget (ITS fund). The reclassification of the Information Systems Manager II to Database Administrator will result in future salary savings (ITS fund) only when the position becomes vacant.
Is the general fund affected?	Yes
Future fiscal impact:	The proposed changes will result in decreased salary and benefits costs in both the Records Management/Mail Services budget unit (General Fund) and the ITS budget (ITS fund).
Consequences if not approved:	These critical functions will be managed by existing staff who may be required to work out of class. Alternatively, salary savings would be lost upon the hire of a new Records Information Manager which is approved in the FY2006/2007 budget.

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

On September 13, 2005 the Board of Supervisors approved a reorganization plan for the Information Technology Services (ITS) Division of the County Executive Office that supported a greater focus on customer service. As a result of this change two new business needs have been identified. The first is the need for a managerial position to oversee the administrative function of the division including countywide records management and mail services, and the second is a need to create a managerial position solely dedicated to overseeing the County's databases.

These needs were formalized through the reclassification requests received from the Division to study the current duties of the incumbents who have been asked to assume these responsibilities. The reclassification studies conducted by Human Resources resulted in the following findings and recommendations.

1. Administrative manager position.
 - a. A study of the duties and responsibilities of the administrative position was conducted. This study included interviews with the incumbent, and the Chief Information Officer. In addition, an internal equity study was completed. The study revealed that the duties and responsibilities of the administrative position in ITS is similar to many of those delegated to the established Staff Services Manager class, with the following two exceptions.
 - i. The Staff Services Manager's administrative and budgetary responsibilities are departmental in scope while those of the ITS position are divisional.
 - ii. The ITS position has countywide responsibilities for records management and mail services while the Staff Services Manager class does not have any countywide responsibilities.
 - iii. The knowledge and abilities needed to successfully manage the functions and staff are similar for both positions.
 - b. Therefore, Human Resources recommends the establishment of a separate class, Business Systems Manager-ITS and that the salary of the new class be aligned with that of the existing Staff Service Manager.
2. The database position.
 - a. An internal equity study for the database position revealed that no County class specification exists that is reflective of the database administration duties of this position.
 - b. Therefore, establishment of a new class titled Database Administrator, is recommended.
 - c. An external equity study was conducted among our identified jurisdictions of comparisons to identify the average top market rate paid to positions with similar responsibilities. This rate was calculated to be \$7,746.
3. The current positions that will become vacant, if these reclassification recommendations are approved, will be deleted. In addition, the vacant Records Information Manager in the ITS Records Management/Mail Services Unit will be deleted.

Therefore, the Human Resources Director, in conjunction with the Chief Information Officer and the County Executive Officer, recommend amending the Departmental Allocation List, the Table and Index of Classes and the appropriate personnel policies as shown on "Attachment A" effective, April 7, 2007.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton