



El Dorado County

Master Report

330 Fair Lane, Bldg A.
Placerville, California
530 621-5390
FAX 622-3645
co.el-dorado.ca.us/bos

File Number: 06-1603

File ID: 06-1603

Type: Agenda Item

Status: Consent Calendar

Version: 2

Reference:

Governing Body: Board Of
Supervisors

Department: CAO - Human
Resources

Created: 10/03/2006

Agenda Title: Human Resources - Reclassification of Public Health
Information Technology Department Coordinator

Final Action:

Title: Human Resources Department recommending the Board approve a reclassification study of the Information Technology Department Coordinator (ITDC) to determine if a different job classification would be appropriate for assigned duties and responsibilities; and recommending Resolution amending the Authorized Personnel Allocation by **deleting** one (1) Information Technology Department Coordinator and **adding** one (1) Senior Information Technology Department Coordinator in the Public Health Department.

RECOMMENDED ACTION: Adopt Resolution **333-2006**.

FUNDING: Realignment.

Notes: Cc:

Laura Schwartz, Principal Administrative Analyst
Neda West, Assistant Public Health Director

Agenda Date: 10/17/2006

Agenda Number:

Sponsors:

Enactment Date:

Attachments:

Enactment Number:

Same:

Hearing Date:

Contact: David Molina/Cheryl Dorosh

Next Meeting Date:

Approval History

Version	Date	Approver	Action
1	10/03/2006	Neda West	Disapproved
Notes	I'm on my way to your office to discuss the changes needed.		
1		Gayle Erbe-Hamlin	
1		Agenda Coordinator	
1		Laura Gill	
2		Laura Schwartz	
2	10/04/2006	David Molina	Approved
Notes	Edited BOS memo and attached personnel resolution.		
2	10/05/2006	Agenda Coordinator	Delegate
2	10/06/2006	Sue Hennike	Approved
Notes	consent		
2	10/06/2006	Laura Gill	Approved

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 06-1603

Human Resources Department recommending the Board approve a reclassification study of the Information Technology Department Coordinator (ITDC) to determine if a different job classification would be appropriate for assigned duties and responsibilities; and recommending Resolution amending the Authorized Personnel Allocation by **deleting** one (1) Information Technology Department Coordinator and **adding** one (1) Senior Information Technology Department Coordinator in the Public Health Department.

RECOMMENDED ACTION: Adopt Resolution **333-2006**.

FUNDING: Realignment.

Budget Summary:

*Total Estimated Cost: \$4,700

Funding		
Budgeted	\$4,700	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding	\$4,700	

Change in Net County Cost \$0.00

*Total estimated cost is approximate. Sufficient salary/benefit appropriations exist within the Public Health FY 06/07 budget to cover the cost associated with this change.

Background: Public Health requested that Human Resources conduct a reclassification study of its ITDC to determine if a different job classification would be more appropriate for the assigned duties and responsibilities. Human Resources contracted with Becker and Bell, Inc to conduct a reclassification study for this position.

Reason for Recommendation: Upon completion of their study, Becker and Bell concluded that reclassification of the current ITDC to the Senior ITDC was indeed warranted. Given the existing workload and responsibilities assigned to the incumbent ITDC, as well as the knowledge and skill set required to perform the technological functions vital to the operation of the Public Health Department, it is essential that this position is properly classified.

Fiscal Impact/Change to Net County Cost: Public Health has sufficient realignment funding to cover increased cost of replacing the current ITDC with a Senior ITDC allocation, which will be approximately \$4,700 in FY 06/07. There is no net County cost.

Action to be taken following Board approval: Human Resources will ammend the authorized Personnel Allocation #207-2006. Public Health to submit appropriate paperwork to Human Resources to implement the reclassification effective the pay period of approval by the Board of Supervisors.

Contact: Cheryl Dorosh or Mary Kimbell-Smith

Concurrences: