



The County of El Dorado

Human Resources Department

Risk Management

Ted J. Cwiek, Director

330 Fair Lane, Placerville, CA 95667

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December 15, 2008

Board of Supervisors
County of El Dorado
330 Fair Lane
Placerville, CA 95667

Re: IT Retention Point Deviation

Dear Board Members:

This matter was previously considered by your Board at the December 9, 2008 meeting. At that time, the CAO, IT Director, Human Resources Director and the Office of the County Counsel were directed to meet with Public Employees Union Local #1 in an effort to resolve the issues surrounding the Reduction in Force in the Information Technology Department.

In the course of meeting, the parties had the opportunity to review the material submitted in support of this agenda item. In addition, further research revealed documents regarding prior reductions in force that were implemented by functional group as opposed to a department wide approach. (Please see Exhibit 1 attached hereto.)

Based upon this historical evidence, Local #1 was able to agree that a reduction in force by functional group is consistent with past reductions. Further, the parties agreed that the Union and County are committed to negotiating a Reduction in Force process for the IT Department which would recognize separate classifications by functional groups by January 31, 2009.

Approving this agenda item will allow the current reduction in force to proceed and provide the foundation for a durable solution to this issue in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted J. Cwiek".

Ted J. Cwiek
Director of Human Resources
County of El Dorado

**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

Meeting of
January 27, 2004

EXHIBIT 1

AGENDA TITLE: Request to Implement Article 12, Section E, Deviation from Retention Points for the Classification of Information Technology Analyst

DEPARTMENT: Human Resources

DEPT SIGNOFF:

CAO USE ONLY:

CONTACT: Judith Kerr *JK*

DATE: 1/2/2004

PHONE: 5574

Laura Hill

D Kuebb 1/6/04

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

On November 25, 2003, the Board of Supervisors approved a request to utilize Article 12, Section E, Deviation from Retention Points for the classification of Information Technology Analyst, but requested that the results of using this deviation be brought back to the Board for review prior to implementation.

Staff recommends the Board authorize implementation of the deviation from retention points, in accordance with Article 12, Section E., for the classification of Information Technology Analyst Trainee/III to permit layoff by functional group.

CAO & Information Technologies will pursue possible centralization after completion of the FY 2004-05 preliminary budget. Approval is necessary in order for IT to comply with cost saving committed in September.

CAO RECOMMENDATIONS: *Recommend approval. Laura S. Hill 1/2/04*

Financial impact? () Yes (X) No

Funding Source: (X) Gen Fund () Other

BUDGET SUMMARY:

Total Est. Cost	\$0.00
Funding	
Budgeted	\$0.00
New Funding	_____
Savings*	_____
Other	_____
Total Funding Available	\$0.00
Change in Net County Cost	\$0

CAO Office Use Only:

4/5's Vote Required () Yes (X) No
Change in Policy () Yes (X) No
New Personnel () Yes (X) No

CONCURRENCES:

Risk Management _____
County Counsel _____
Other _____

***Explain**

BOARD ACTIONS: JAN 27 2004 -Board approved recommendations of staff as set forth in the Agenda.

Vote: Unanimous _____ Or
Ayes: SWEENEY, PAINE, DUPRAY, BAUMANN, SOLARO
Noes: NONE
Abstentions: NONE
Absent: NONE

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors

Date: _____

Attest: Dixie L. Foote, Board of Supervisors Clerk

By: _____

EL DORADO COUNTY
JAN 21 4 47 PM '04
RECEIVED

COUNTY OF EL DORADO

Human Resources Department, a division of the Chief Administrative Office



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Laura S. Gill, Chief Administrative Officer
Judith M. Kerr, Acting Director

January 22, 2004

Board Of Supervisors
330 Fair Lane
Placerville, CA 95667

Subject: Request to Implement Article 12, Section E, Deviation from Retention Points for the Classification of Information Technology Analyst

Dear Board Members:

Recommendation:

On November 25, 2003, the Board of Supervisors approved a request to utilize Article 12, Section E, Deviation from Retention Points for the classification of Information Technology Analyst, but requested that the results of using this deviation be brought back to the Board for review prior to implementation.

Staff recommends the Board authorize implementation of the deviation from retention points, in accordance with Article 12, Section E., for the classification of Information Technology Analyst Trainee/I/II to permit layoff by functional group.

Reason for Recommendation:

As described in the Board of Supervisors agenda package of November 25, 2003, (see attached), Article 12, Section E of the Memorandum of Understanding (MOU) between the County and Employees Association Local #1 allows for a deviation from the order of layoff by retention points when retention point order would result in retaining employees unable to maintain a satisfactory level of performance in the department affected.

The Information Technology Analyst Trainee/I/II classification specifies that employees in this class will be assigned to one of these five functional groups: Programming, Networking, Office Systems, Database Management or Operating Systems. Although basic IT skills are transferable, specialized knowledges and skills are necessary to successfully perform the various duties assigned to these functional groups.

The Information Technologies Department was restructured in 1999 on the basis of these five functional groups. Recruitments and job assignments have been made based on these five functional groups since that time. It was intended that all hiring, assignments and reductions in force would be by functional group in order to ensure that sufficient staff with the specialized knowledges and skills necessary to successfully perform the duties assigned to these functional groups would be available.

When retention points for all employees in the classification of Information Technology Analyst Trainee/I/II are calculated, the least senior employees are all assigned to the Programming, Networking and Office Systems functional groups. When the needs of the department were reviewed in December, the Director of Information Technology determined that the satisfactory performance of the department could best be supported by retaining the staff in these three functional groups. A reduction in force in the Database function would have the least impact on the operations of the County's computer and network systems. It was anticipated that an additional reduction would affect the Operating Systems functional group. The use of regular seniority points **without** reference to functional groups would have caused reductions in the groups that were needed most by the department as identified in December. For this reason, it is critical to be able to implement reductions in force in the same manner that employees are hired and assigned, and the Director of Information Technology has requested the ability to implement reductions in force by functional group for the Information Technology Analyst Trainee/I/II classification.

It is requested that the Board of Supervisors authorize the implementation of the deviation from retention points approved at the meeting of the Board of Supervisors on November 25, 2003 for the previously identified reductions in force, as well as additional reductions determined to be necessary to meet the target budget reductions for the Information Technology Department. A separate agenda item to delete the additional Information Technology Analyst Trainee/I/II positions from the allocation of the Information Technology Department will be brought to the Board of Supervisors for adoption.

Fiscal Impact:

There will be no fiscal impact if this request is approved. If this request is not approved, the Director of Information Technology will not be able to meet current or future budget directives of the Board without potentially detrimental consequences to the County's computer and network systems.

Actions to be Taken Following Approval:

Human Resources will complete seniority lists for the affected functional groups in the classification of Information Technology Analyst Trainee/I/II. The Director of Information Technology will provide written notice to any employee in this classification who is affected by reduction in force. The Director of Information Technology and Human Resources will meet and confer with Local #1 prior to the actual layoff dates, over the practical effects of the proposed layoffs.

Very Truly Yours,

A handwritten signature in cursive script that reads "Judith Kerr".

Judith Kerr
Acting Director of Human Resources