



El Dorado County Information Technologies

Jacqueline K. Nilius
Director

360 Fair Lane
Placerville, CA 95667
Voice (530) 621-6686
Fax (530) 295-2512
jacqueline.nilius@edcgov.us

TO: Board of Supervisors

DATE: August 29, 2008

SUBJECT: Information Technologies (IT) recommending advanced step placement of C. Richmond Chambers at Step 5 of the salary range for the position of Information Technology Analyst – Operating Systems, Extra Help.

Recommendations: Approve the advanced step placement of C. Richmond Chambers at Step 5 of the salary range for the position of Information Technology Analyst – Operating Systems, Extra Help.

Background: A key staff member of the Technical Services unit will be retiring effective December 31, 2008. Due to the critical nature of the work performed by this position / individual and the potential impact on County mainframe systems and operations, the IT succession and cross training plan in the FY 08-09 budget included funding for overfill of the position for up to a six month period to familiarize the candidate with the structure, policies and procedures of the Technical Services unit of the County.

Upon the retirement of the existing staff the candidate will be eligible for placement in the vacated full-time position.

Reason for Recommendation: An open recruitment was conducted and completed in August, 2008. A highly qualified candidate has been identified and a conditional offer of employment has been accepted, contingent upon background check, reference checks, medical exam and salary. Mr. Chambers has exceptional experience with the same hardware and software that is used at the County. IT management and Technical Services staff have interviewed him in person and have satisfied themselves that he will quickly be able to assume many of the duties of the retiring staff member after three months of overlap.

The DOJ/FBI background check came back clear and reference checks have been completed to the satisfaction of IT management. The medical exam will be scheduled prior to employment.

IT is recommending advanced step placement of C. Richmond Chambers at Step 5 of the salary range to fairly compensate him for the expectations of the job requirements, place him equitably at the same level of others with similar knowledge, skills and experience and acknowledge his out-of-pocket expenses related to his move from Southern California at his own expense.

Net County Cost: No change in net county cost. The funding is included in the FY 08-09 proposed budgeted.

Action to be Taken Following Approval: Necessary steps will be taken to hire C. Richmond Chambers at Step 5 of the Information Technology Analyst - Operating Systems salary range.

Respectfully,

Jacqueline K. Nilius
Director of Information Technologies