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Legislation Details (With Text)

File #: 08-1749 **Version:** 2

Type: Agenda Item **Status:** Approved

File created: 11/18/2008 **In control:** Board Of Supervisors

On agenda: 12/16/2008 **Final action:** 12/16/2008

Title: Chief Administrative Office recommending Information Technologies Department utilize Article 12, Section E, Deviation from Retention Points for the classification of Information Technology Analyst Trainee/I/II, by taking the following actions:

- 1) Approve a deviation from retention points in the classification of Information Technology Analyst Trainee/I/II; and
- 2) Adopt personnel Resolution 342-2008, to reduce four (4.0 FTE) Information Technology Analyst Trainee/I/II positions.

(Cont'd 12/9/08, Item 34)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Agenda Item 11-25-03.PDF, 2. emial from C. Kufeldt att'd 12-8-08.pdf, 3. IT Deviation Agenda Item 12-16-2008.pdf, 4. Functional Groups (IT) att'd 1-12-09.pdf, 5. Letter submitted by J. Nillius att'd 1-12-09.pdf

Date	Ver.	Action By	Action	Result
12/16/2008	2	Board Of Supervisors	Approved	Pass
12/9/2008	1	Board Of Supervisors	Continued	Pass

Chief Administrative Office recommending Information Technologies Department utilize Article 12, Section E, Deviation from Retention Points for the classification of Information Technology Analyst Trainee/I/II. (Cont'd 12/9/08, Item 34)

BUDGET SUMMARY:		
Total Estimated Cost		\$
Funding		
Budgeted	\$	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$	
Change To Net County Cost		\$

Fiscal Impact/Change to Net County Cost: No change to net county cost.

Background: The classification of Information Technology Analyst Trainee/I/II was developed in 1999 to create a more flexible classification structure to enable the Information Technologies Department (IT) to respond to the rapid changes occurring in the field of information technology. This new classification and allocation structure was designed to eliminate the need for the frequent creation and modification of job specifications and position allocations in IT

The Information Technology Analyst Trainee/I/II classification was adopted by the Board on June 8, 1999. The IT Department was restructured on the basis of functional groups. Recruitments and job assignments have been made based on functional groups since that time. Also since that time all hiring, assignments and reductions in force have been by functional group in order to ensure that sufficient staff with the specialized knowledge and skills necessary to successfully perform the duties assigned to these functional groups would be available.

On October 14, 2003, the Board of Supervisors approved an Authorized Personnel Allocation, incorporating changes resulting from the FY 03/04 final budget. These changes included reductions to allocations in IT. To ensure that sufficient staff, with the specialized knowledge, skills and experience necessary to successfully perform the duties assigned to the functional groups, were available, IT needed to process reductions in force by functional group. However, Article 12, Reduction in Force in the MOU between the County and Employees Association Local#1 did not include provisions regarding layoffs by functional group, but Article 12, Section E allows a deviation from the regular layoff provisions, retention points, “...**when retention point order alone would result in retaining employees unable to maintain a satisfactory level of performance in the department affected...**”. Failing to perform the reductions in force in IT by functional group would have severely impacted the department's ability to keep the county's computer, network systems and applications operational. It was essential that sufficient staff with the necessary specialized knowledge, skills and experience be retained in each of the department's functional groups.

On November 25, 2003, IT requested and the Board of Supervisors approved a deviation from retention points in the classification of Information Technology Analyst Trainee/I/II in accordance with Article 12, Section E of the MOU.

Consistently, since 2003 the internal structure of IT has been organized into functional groups and has hired, assigned and reassigned and, when necessary, reduced staff by functional group. With the addition of the Telecommunications group, the six functional groups now consist of Programming, Operating Systems, Database Management, Office Systems, Networking, and Telecommunications.

Reason for Recommendation: Failing to perform reductions in force in IT by functional groups as described above, and previously approved by the Board, would severely impact the Department's ability to keep the County's computer, network systems and critical applications fully operational. Without the ability to deviate from retention points, the Department's ability to evaluate its operational needs would be severely compromised. It is essential the functional groups be staffed based on the needs of the County which may not occur if the request to deviate from retention points is not approved.

It is, therefore, requested that the Board of Supervisors approve a deviation from retention points in the classification of Information Technology Analyst Trainee/I/II.

It is further requested that the Board approve this deviation from retention points as “**on-going**” to address the potential need for future layoffs based on the unique structure of this classification and

the use of functional groups utilizing the same classification within IT.

Action to be taken following Board approval:

The Chief Administrative Office will take a Resolution to the Board defining layoffs and amending the Personnel Allocation for IT, including the classification of Information Technology Analyst Trainee/I/II.

Upon approval of the Resolution to amend the Personnel Allocation, Human Resources will complete seniority lists for the classification of Information Technology Analyst Trainee/I/II based on functional groups.

The Director of IT will determine those to be laid off by functional group. Human Resources will prepare written notice to any employee in the classification who is affected by the reduction in force which will then be forwarded to the Department Head for signature and distribution to the employee in accordance with the appropriate MOU or County policy.

In accordance with Article 12.D.8 of the MOU, the Director of Human Resources and the Director of Information Technologies will meet and confer with Local #1 prior to the actual layoff dates.

The Director of Human Resources will meet and confer with Local #1 to create a side letter to the MOU that would allow for functional groups to be used for future layoffs based on the unique structure of this classification.

Contact:

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Concurrences: