



## Legislation Text

**File #:** 18-0931, **Version:** 1

Human Resources Department recommending the Board approve the following:

- 1) New class specifications for the Department of Information Technologies: Chief Information Security Officer and Information Technology Project Manager.
- 2) Revised class specifications for the Department of Information Technologies: Assistant Director of Information Technologies (Title change from: Assistant Director of Information Technology); Deputy Director of Information Technologies (Title change from: Deputy Director of Information Technology); Director of Information Technologies (Title change from: Director of Information Technology); Information Technology Customer Support Specialist I/II (Title change from: Information Technology Specialist I/II); Information Technology Technician Trainee, I, II, Sr.; and Telecommunication Technician I/II.
- 3) Adopt and authorize the Chair to sign Resolution **181-2018** to approve the following for the Department of Information Technologies:
  - a) Job Class Number, bargaining unit, and salary range for the new classification of Chief Information Security Officer.
  - b) Job Class Number, bargaining unit, and salary range for the new classification of Information Technology Project Manager.
  - c) Class specification title change from Assistant Director of Information Technology to Assistant Director of Information Technologies.
  - d) Class specification title change from Deputy Director of Information Technology to Deputy Director of Information Technologies.
  - e) Class specification title change from Director of Information Technology to Director of Information Technologies.
  - f) Class specification title change from Information Technology Specialist I/II to Information Technology Customer Support Specialist I/II.
  - g) The reclassification (reallocation) of one (1.0 FTE) position from Deputy Director of Information Technology to Chief Information Security Officer.
  - h) Upward reclassification (reallocation) of one (1.0 FTE) position from Information Technology Technician I/II to Information Technology Customer Support Specialist I/II.
  - i) Downward reclassifications (reallocations) of three (1.0 FTE) positions from Information Technology Analyst I/II - Office Systems to Information Technology Customer Support Specialist I/II.
  - j) Upward reclassification (reallocation) of one (1.0 FTE) position from Sr. Department Systems Analyst to Information Technology Project Manager.
- 4) Waive the competitive examination process for the incumbent in the position of Technology Technician I/II to be upwardly reclassified to Information Technology Customer Support Specialist I/II, and Sr. Department Systems Analyst to be upwardly reclassified to Information Technology Project Manager in accordance with Section 306.1 of the Personnel Rules.

**FUNDING:** General Fund.

### **DISCUSSION / BACKGROUND**

In June 2016, the County engaged Koff and Associates (K&A) for the provision of professional services to design, conduct, and assist in recommending an implementation approach of a

classification (Phase I) and compensation (Phase II) study for all County positions. The overall goals of the classification and compensation study included: developing a competitive and fiscally responsible pay and benefit structure that is based upon market data and meets the needs of the County with regards to recruitment and retention of qualified staff; ensuring employees be recognized for the level and scope of work performed, and that they are paid on a fair and competitive basis, and ensuring class specifications reflect current programs, responsibilities, and technology.

In September 2017, the Human Resources Department requested and received Board approval (Legistar # 16-0098) to implement, in phases, the County-Wide classification study.

The Human Resources Department has been working with departments (management and employees) and unions to finalize for Board consideration the newly-proposed class specifications and allocation changes. The following are the types of changes for Board consideration:

1) Revised class specifications

All sections in the class specifications were updated to better reflect the duties and responsibilities currently being performed and to be consistent with industry standards.

2) Reclassifications

Reclassifications are the result of Koff & Associates studying the positions and making recommendations to ensure that the duties currently being performed are in alignment with the correct classifications. If current incumbents did not agree with the Koff & Associates recommendation, the Human Resources Department conducted a second review of the position.

- a) For lateral reclassifications where the position is reclassified to a class that is allocated to the same salary range as the class of the position before it was reclassified, the salary of the employee shall not change in accordance with Personnel Rule 1312.1.
- b) Where the Human Resources Department is requesting that the Board approve downward reclassifications, salaries are proposed to be assigned to the step in the new range that is the same or greater than the salary the employee was receiving prior to reclassification, if any, or to Y-Rate salaries, consistent with Personnel Rule 1312.3.
- c) In cases of upward reclassifications, incumbents are not automatically upgraded when their positions are, and instead must compete through an examination and appointment process, unless the process is waived by the Director of Human Resources by way of the Personnel Rule 306.1. The Director of Human Resources recommends waiving such as the incumbent(s) herein meet the following conditions required under Section 306.1 of the Personnel Rules, Upward Reclassification, to be considered for a waiver of the competitive examination process:
  - i. The position upgrading has resulted from a classification study and retention of the incumbent in such position is approved by the appointing authority.
  - ii. The incumbent has been in the position and has performed the upgraded class duties for the length of the probationary period of the new class.
  - iii. The incumbent meets the minimum qualifications of the new classification.

The salary for upward reclassifications are proposed to be the nearest step within the new salary range that is not less than five percent more than the employee's former step in accordance with Personnel Rule 1312.2.

## **Department of Information Technologies**

### *Department-specific class specifications:*

- Assistant Director of Information Technologies
  - Title change from Assistant Director of Information Technology.
  - Class specification revisions.
- Chief Information Security Officer
  - New classification.
  - Proposed reclassification of one (1.0 FTE) Deputy Director of Information Technology.
    - *The salary for this new classification is proposed to be identical to that of the Deputy Director of Information Technology. The incumbent's salary placement will be consistent with Personnel Rule 1312.1, Salary on Reclassification, , Lateral Reclassification.*
- Deputy Director of Information Technologies
  - Title change from Deputy Director of Information Technology.
  - Class specification revisions.
- Director of Information Technologies
  - Title change from Director of Information Technology.
  - Class specification revisions.
- Information Technology Customer Support Specialist I/II; bargaining unit: GE
  - Title change from Information Technology Specialist I/II; bargaining unit: GE.
  - Class specification revisions.
  - Proposed upward reclassification of one (1.0 FTE) Information Technology Technician I/II.
    - *Human Resources has determined that the incumbent has performed the upgraded class duties for the length of the probationary period of the new class, and the incumbent meets the minimum qualifications of the new classification.*
    - *Upon Board approval, all conditions under Personnel Rule 306.1 for the upward reclassification and waiver of examination will be met, and the Director will waive the requirement for filling the position through a competitive examination process, allowing the current incumbent to be appointed to the position in which they are currently performing the duties of the reclassified classification. Should the Board not approve the waiver, the incumbent must compete through an examination and appointment process for promotion to the upgraded position.*
    - *The incumbent will be placed at the new classification I-level and salary placement will be consistent with Personnel Rule 1312, Salary on Reclassification, Subsection 2, Upward Reclassification.*

- Proposed downward reclassification of one (1.0 FTE) Information Technology Analyst I/II - Office Systems.
  - *The incumbent will be placed at the new classification I-level; the incumbent's salary will be Y-Rated consistent with Personnel Rule 1312.3, Salary on Reclassification, Downward Reclassification.*
- Proposed downward reclassification of one (1.0 FTE) Information Technology Analyst I/II - Office Systems.
  - *The incumbent will be placed at the new classification II-level and salary placement will be consistent with Personnel Rule 1312.3, Salary on Reclassification, Downward Reclassification.*
- *Proposed downward reclassification of one (1.0 FTE) Information Technology Analyst I/II - Office Systems.*
  - *The incumbent will be placed at the new classification II-level; the incumbent's salary will be Y-Rated consistent with Personnel Rule 1312.3, Salary on Reclassification, Downward Reclassification.*
- Information Technology Project Manager
  - New classification; bargaining unit: UM.
    - *The salary for this new classification is proposed to be set at 10% above the Sr. Department Systems Analyst salary.*
  - Proposed upward reclassification of a Sr. Department Systems Analyst (Acting Program Manager); bargaining unit: GE.
    - *Human Resources has determined that the incumbent has performed the upgraded class duties for the length of the probationary period of the new class, and the incumbent meets the minimum qualifications of the new classification.*
    - *Upon Board approval, all conditions under Personnel Rule 306.1 for the upward reclassification and waiver of examination will be met, and the Director will waive the requirement for filling the position through a competitive examination process, allowing the current incumbent to be appointed to the position in which they are currently performing the duties of the reclassified classification. Should the Board not approve the waiver, the incumbent must compete through an examination and appointment process for promotion to the upgraded position.*
    - *Salary placement will be consistent with Personnel Rule 1312, Salary on Reclassification, Subsection 2, Upward Reclassification.*
- Information Technology Technician Trainee, I, II, Sr.
  - Class specification revisions only.
- Telecommunications Technician I/II
  - Class specification revisions only.

## ALTERNATIVES

The Board could choose not to adopt and approve any of the recommendations listed herein and

request that revisions be made.

### **PRIOR BOARD ACTION**

See above.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Department of Information Technologies, El Dorado County Employees' Association (Local 1), and El Dorado County Managers' Association

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

The changes to classification titles and specifications as well as downward reclassifications will not result in any immediate financial impact, as there are no corresponding changes to the compensation structure. However, over time, as current incumbents vacate the downwardly reclassified positions, this will result in a cost savings to the County.

The upward reclassification of the Information Technology Technician I/II to the Information Technology Specialist I/II will result in approximately \$5,000 in additional salary and benefits cost each year.

The salary and benefit cost difference for the Sr. Department Systems Analyst upward reclassification to Information Technology Project Manager would be approximately \$17,000. However, the incumbent is currently in an acting role as a Program Manager, and the salary difference between the acting classification and the new classification accounts for approximately \$6,500 each year. This cost is also offset due to the change in the incumbent's bargaining unit to UM and the discontinuation of overtime pay (approximately \$2,500 to date in 2018). Due to these factors, the total additional salary and benefit cost is approximately \$3,000 each year.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a fully executed Resolution to the Department of Information Technologies and Katie Lee in Human Resources.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Tameka Usher, Director of Human Resources