



Monterey County

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Board Report

Legistar File Number: 16-168

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Matter Type: General Agenda Item

- a. Amend the Assessor's Department Budget (1180-ACR001-8003) to add one (1) Departmental Information Systems Manager II (16F41); and
- b. Authorize the County Administrative Office to incorporate the changes to the FY 2015-16 Adopted Budget. (4/5 vote required)

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the Assessor's Department Budget (1180-ACR001-8003) to add one (1) Departmental Information Systems Manager II (16F41); and
- b. Authorize the County Administrative Office to incorporate the changes to the FY 2015-16 Adopted Budget. (4/5 vote required)

SUMMARY/DISCUSSION:

The Assessor-County Clerk-Recorder is requesting to add (1.0 FTE) Departmental Information Systems Manager II. Creating this position will centralize the department's Information Technology operations and address the current and future needs of the Assessor and the County Clerk/Recorder (CCR) department by providing an efficient support structure. This position will act as the senior information professional for the Assessor and CCR departments; manage, and oversee the departmental activities related to automated information systems, cadastral mapping, geographic information system, taxpayer data delivery and interdepartmental data integration; cross-train the Departmental Information Systems Manager I and Business Technology Analyst II on the CCR systems; and other related departmental needs.

Currently, the Assessor's office has one Departmental Information Systems Manager I and one Business Technology Analyst II. The CCR's office does not have a dedicated IT professional and utilizes the AS400 for its cashiering/back-end system, which requires constant maintenance due to age and limitations. The CCR plans to upgrade the current system, and would like to have a dedicated IT professional to work on the prospective implementation of a new system as well as have an individual to familiarize themselves with the department's various and complex systems which involves continuous contact with vendors, outside agencies, and the Department of Justice. The addition of a Departmental Information Systems Manager II will provide the dedication and focus that is now required by the Assessor and the CCR.

The department now requires a Department Information Systems Manager II in order to accommodate the added responsibility of overseeing two units and potential projects. Therefore, it is recommended that the Board approve this action.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department have reviewed and approved the recommended actions. County Counsel has approved as to form.

FINANCING:

There is no negative impact to the general fund as a result of this action. Due to salary and benefit savings of employees hired at lower steps and unexpected resignations, there are sufficient appropriations in the Assessor's (1180-ACR001-8003) FY 2015-16 Adopted Budget to cover the costs of approximately \$39,334 in salary and benefits, (annualized ongoing costs of approximately \$147,263). The current Departmental Information Systems Manager I position will be transferred to the CCR unit (1180-ACR002-8004) in FY 2016-17, the salary and benefits will be covered by Modernization Funds. The estimated additional costs of \$11,189 in salary and benefits for the Departmental Information Systems Manager II in the Assessor's unit will be covered by the savings anticipated by the systems change. The Department anticipates an annual savings of approximately \$200,482 with the prospective system change. Transactions relating to future fiscal years will be included in each respective recommended budget.

Prepared by: Corina Morgan, Finance Manager, x5821

Approved by: Stephen L. Vagnini, Assessor-County Clerk-Recorder, x5803

Attachments:

Exhibit A (Position Addition)