

..Title

Adopt a Resolution to:

- a. Amend the Information Technology Department - Budget Unit 1930-8433-Fund 001 - Appropriation Unit INF002 to reallocate one (1) Departmental Information Systems Manager II to one (1) Information Technology Manager as indicated in Attachment A;
- b. Amend the Information Technology Department - Budget Unit 1930-8433-Fund 001 - Appropriation Unit INF002 to reallocate and to approve the reclassification of one (1) Departmental Information Systems Coordinator to one (1) Information Technology Support Specialist as indicated in Attachment A; and
- c. Direct the County Administrative Office to incorporate the position changes in the FY 2022-23 Adopted Budget.

..Report

RECOMMENDATION:

It is recommended that the Board of Supervisors take the following actions:

Adopt a Resolution to:

- a. Amend the Information Technology Department - Budget Unit 1930-8433-Fund 001 - Appropriation Unit INF002 to reallocate one (1) Departmental Information Systems Manager II to one (1) Information Technology Manager as indicated in Attachment A;
- b. Amend the Information Technology Department - Budget Unit 1930-8433-Fund 001 - Appropriation Unit INF002 to reallocate and to approve the reclassification of one (1) Departmental Information Systems Coordinator to one (1) Information Technology Support Specialist as indicated in Attachment A; and
- c. Direct the County Administrative Office to incorporate the position changes in the FY 2022-23 Adopted Budget.

SUMMARY/DISCUSSION:

The Information Technology Department requested a classification study as a result of the interdepartmental transfer of two (2) positions from the Resource Management Agency to Information Technology Department in 2019, one (1) Departmental Information Systems Manager II and one (1) Departmental Information Systems Coordinator positions. These positions were assigned to the ITD Service Desk in the Information Technology Department where the incumbents job duties have expanded in scope from supporting a single department to customers county-wide.

The Human Resources Department completed a classification study based on the review of external and internal comparable positions including organizational structure, department size, level of complexity, volume of work, and impacts of services. The analysis of the study found that the 1) Departmental Information Systems Manager II is performing the job duties within scope of the Information Technology Manager classification; and 2) Departmental Information Systems Coordinator is performing the job duties within scope of the Information ~~Technology Systems~~ Support Specialist classification.

For these reasons, it is recommended that the Departmental Information Systems Manager II be reallocated to the classification of Information Technology Manager and that the Departmental

Information Systems Coordinator be reallocated, and the incumbent be reclassified to the Information **Technology** Support Specialist classification.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisor Budget Committee and the Information Technology Department has reviewed and concur with the recommendations.

FINANCING:

The salary and benefits increase for Information Technology Department - Budget Unit 1930-8433-Fund 001 -Appropriation Unit INF002 for the remainder of FY 2022-23 is approximately \$37,437 annually and is anticipated to be absorbed within the departments existing appropriations.

Current estimates indicated the respective department will be able to absorb the fiscal impact of these base wage adjustments; however, if this should change in the future, the affected department will return to the Budget Committee to request an appropriation increase if needed.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

- ☐ Economic Development
- ☒ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☐ Public Safety

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Approved By: Irma Ramirez-Bough, Director of Human Resources

Attachment: Attachment A
Resolution

cc: Eric Chatham, Chief Information Officer