



Legislation Details (With Board Report)

**File #:** RES 22-050                      **Name:** ERP BA  
**Type:** BoS Resolution                      **Status:** Passed  
**File created:** 2/17/2022                      **In control:** Board of Supervisors  
**On agenda:** 3/1/2022                      **Final action:** 3/1/2022

**Title:** Adopt a Resolution to:  
a. Amend the Auditor-Controller’s Office - Budget Unit 1110-8373-Fund 001 -Appropriation Unit AUD001 to allocate a Departmental Information Systems Manager II as indicated in Attachment A;  
b. Direct the Auditor-Controller and County Administrative Office to incorporate the position change in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A, 3. Resolution, 4. Completed Board Order Item No. 71, 5. Completed Resoltuon Item No. 71

Date	Ver.	Action By	Action	Result
3/1/2022	1	Board of Supervisors	adopted	Pass

Adopt a Resolution to:  
a. Amend the Auditor-Controller’s Office - Budget Unit 1110-8373-Fund 001 -Appropriation Unit AUD001 to allocate a Departmental Information Systems Manager II as indicated in Attachment A;  
b. Direct the Auditor-Controller and County Administrative Office to incorporate the position change in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors adopts a Resolution to:  
a. Amend the Auditor-Controller’s Office - Budget Unit 1110-8373-Fund 001 -Appropriation Unit AUD001 to allocate a Departmental Information Systems Manager II as indicated in Attachment A;  
b. Direct the Auditor-Controller and County Administrative Office to incorporate the position change in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

**SUMMARY/DISCUSSION:**

The Office of the Auditor-Controller requested a classification study of the Enterprise Resource Planning (ERP) Business Analyst classification to determine if additional classifications at the entry and management level are needed to support the business objectives of the Department.

The Human Resources Department completed a classification study to include an external and internal review of comparable position including the organizational structure, department size, level of complexity, volume of work, and impacts of services. The analysis of the study identified a need to add a management level professional to provide the supervision and day-to-day management of the ERP Business Analyst staff.

In evaluating internal County classifications, the Human Resources Department found the Departmental Information Systems Manager II (DISM II) to be the appropriate classification to support the needs of the department. The requested DISM II will collaborate with county-wide business partners to resolve system challenges by maintaining, creating, and/or implementing business solutions. In addition, the DISM II will plan, prioritize, and lead the work of the ERP Business Analysts by partnering with Departments (i.e. County Administrative Office, Human Resources, and Information Technology among others) to receive, interpret, and prioritize the needs of the respective business owners.

For these reasons, it is recommended to allocate one (1.0) FTE Departmental Information Systems Manager II (DISM II) position to the Auditor-Controller's Office.

OTHER AGENCY INVOLVEMENT:

Do to timing as it relates to the February 23, 2022 Board of Supervisors Budget Committee meeting and the deadline to have signed Board Reports in Legistar for the March 1, 2022 Board of Supervisors meeting, this item is agenda ready for consideration but has not yet been reviewed by the Board of Supervisors Budget Committee. The Human Resources Department will communicate the Board of Supervisors Budget Committee's recommendation to the Board of Supervisors.

The Auditor-Controller's Office has reviewed and concur with the recommendations.

FINANCING:

The salary and benefits increase for Auditor-Controller's Office Budget Unit 1110-8373-Fund 001 - Appropriation Unit AUD001 for the remainder of FY 2021-22 is approximately \$33,765.84 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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Attachment:  
Attachment A  
Resolution