



Board Report

File #: BC 16-013, **Version:** 1

- a. Support the request to amend the FY 2016-17 Information Technology Department Budget Unit 8433-Applications to add one (1) Software Programmer Analyst I position and delete one (1) Graphics Art Technician position, as indicated in the attached Resolution; and
- b. Support the request to approve the reclassification of one (1) Graphics Art Technician to one (1) Software Programmer Analyst I; and
- c. Support the request to amend Personnel Policies and Practices Resolution No. 98-394 and Appendix A to abolish the classification of Graphics Art Technician, as indicated in the attached Resolution; and
- d. Support the request to amend the FY 2016-17 Information Technology Department Budget Unit 8439-Administrative Services to add one (1) Administrative Secretary - Confidential position and delete one (1) Senior Secretary position, as indicated in the attached Resolution; and
- e. Support the request to authorize the Auditor-Controller and the County Administrative Office to incorporate these changes in the FY 2016-17 Budget; and
- f. Support the request to authorize the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended the Budget Committee support the following actions:

- a. Support the request to amend the FY 2016-17 Information Technology Department Budget Unit 8433-Applications to add one (1) Software Programmer Analyst I position and delete one (1) Graphics Art Technician position, as indicated in the attached Resolution; and
- b. Support the request to approve the reclassification of one (1) Graphics Art Technician to one (1) Software Programmer Analyst I; and
- c. Support the request to amend Personnel Policies and Practices Resolution No. 98-394 and Appendix A to abolish the classification of Graphics Art Technician, as indicated in the attached Resolution; and
- d. Support the request to amend the FY 2016-17 Information Technology Department Budget Unit 8439-Administrative Services to add one (1) Administrative Secretary - Confidential position and delete one (1) Senior Secretary position, as indicated in the attached Resolution; and
- e. Support the request to authorize the Auditor-Controller and the County Administrative Office to incorporate these changes in the FY 2016-17 Budget; and
- f. Support the request to authorize the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY:

The Information Technology Department is requesting to amend the FY 2016-2017 Budget to reallocate one (1) Graphics Art Technician position to one (1) Software Programmer Analyst I position, reclassify a Graphics Art Technician to a Software Programmer Analyst I, and reallocate one (1) vacant Senior Secretary position to one (1) Administrative Secretary - Confidential position. The needs of the organization have evolved necessitating the review of these positions, and this request for the reallocation of positions and reclassification of incumbent. This proposed action will not change the FTE for the Department.

DISCUSSION:

Upon the request of the Information Technology Department, Human Resources conducted a class study of the

Graphics Art Technician position. The study was necessitated by the discontinuation of the Graphics and Printing function within the Information Technology Department. As a result of these organizational changes, the nature of the duties of the incumbent evolved, over a period of a few years, to include website design, website maintenance, website development, and miscellaneous applications management support involving applications programming, configuring, and testing. The findings of the study led to the recommendation to reallocate the position to a Software Programmer Analyst I and reclassify the incumbent.

Also, the Information Technology Department requested a review of the vacant Senior Secretary position to determine if the position was properly classified within the County's classification structure. Upon review of the reporting structure, duties, level of autonomy, judgement, skill, and ability required for the position, it was recommended that the position be reallocated to Administrative Secretary-Confidential.

For these reasons, it is recommended that the Budget Committee support these proposed actions.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved these proposed actions. County Counsel has approved to Form. Service Employees International Union (SEIU) Local 521 was notified and provided an opportunity to bring forward any questions or concerns related to the class study recommendation.

FINANCING:

The position change of Graphics Art Technician to Software Programmer Analyst I does have an hourly increase of \$4.80 per hour, reflecting an overall estimated increase of \$13,977 with all benefit inclusion. The position change of Senior Secretary to Administrative Secretary - Confidential has an hourly increase of \$1, reflecting an overall estimated increase of \$2,882 with all benefit inclusion. Funding for both of the requested changes has been included in the Information Technology Department's FY 2016-17 budget and rate structure and will be addressed the same for each fiscal year to follow.

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Approved by:

Dianah Neff, Director of Information Technology, 759-6923

Attachments: 1) Resolution; 2) Current Org Chart; and 3) Proposed Org Chart.