



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #: 16-849, Version: 1**

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### Adopt Resolution to:

- a. Amend the FY 2016-17 Information Technology Department Budget Unit 8433- Applications to reallocate one (1) Graphics Art Technician position to one (1) Software Programmer Analyst I position, as indicated in the attached Resolution;
- b. Approve the reclassification of one (1) Graphics Art Technician to one (1) Software Programmer Analyst I;
- c. 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;
- d. 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;
- e. Authorize the Auditor-Controller and the County Administrative Office to incorporate these changes in the FY 2016-17 Budget; and
- f. Authorize the Human Resources Department to implement the changes in the Advantage HRM system.

### RECOMMENDATION:

It is recommended, effective August 6, 2016, the Board of Supervisors take the following actions:

- a. Amend the FY 2016-17 Information Technology Department Budget Unit 8433- Applications to reallocate one (1) Graphics Art Technician position to one (1) Software Programmer Analyst I position, as indicated in the attached Resolution;
- b. Approve the reclassification of one (1) Graphics Art Technician to one (1) Software Programmer Analyst I;
- c. 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;
- d. 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;
- e. Authorize the Auditor-Controller and the County Administrative Office to incorporate these changes in the FY 2016-17 Budget; and
- f. 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.

### 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 your Board approve 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 concurs with the class study recommendation. The Budget Committee has reviewed and supports the proposed actions.

**FINANCING:**

The position change of Graphics Art Technician to Software Programmer Analyst I has 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.

Prepared by:

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Approved by:

Irma Ramirez-Bough, Director of Human Resources

Attachments: Resolution