



Board Report

File #: RES 22-001, **Version:** 1

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to retitle the classifications of Director of Information Technology to Chief Information Officer, Chief Security and Privacy Officer to Chief Security Officer, Systems Programmer Analyst I-III to Information Technology Systems Analyst I-III, Network Systems Engineer I-III to Network Services Engineer I-III, Security Analyst I-III to Information Technology Security Engineer I-III, Software Programmer Analyst I-III to Software Engineer I-III, and IT Project Management Analyst I-III to Information Technology Project Manager I-III with the salary ranges as indicated in Attachment A and change the designated bargaining unit of the Information Technology Project Manager III from Unit J to Unit X;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classifications of Deputy Chief Information Officer, Information Technology Architect, Vehicle Installation Specialist, and Radio Communications Engineer with the salary ranges as indicated in Attachment A;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.1 - Department Heads Designated to retitle the Director of Information Technology to Chief Information Officer and A.10.2 - Assistant Department Heads Designated to add the classification of Deputy Chief Information Officer and remove the classification of Assistant Director of Information Technology as indicated in Attachment A;
- d. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to consolidate Information Technology Business Manager to Information Technology Manager with the salary range as indicated in Attachment A;
- e. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to consolidate and retitle the series of Communications Technician I-III, Information Technology Support Technician I-III, Telecommunications Specialist I-IV, and Telecommunications Technician I-III to Information Technology Support Specialist with the salary range as indicated in Attachment A;
- f. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to abolish the Assistant Director of Information Technology, Division Manager, and Database Administrator I-III classifications;
- g. Amend the Information Technology Budget Unit 1930-8433-Fund 001-Appropriation Unit INF002 to reallocate and to approve the reclassification of one (1) Division Manager to one (1) Deputy Chief Information Officer as indicated in Attachment A;
- h. Amend the Information Technology Budget Unit 1930-8436-Fund 001-Appropriation Unit INF002 to reallocate and to approve the reclassification of one (1) Division Manager to one (1) Deputy Chief Information Officer as indicated in Attachment A;
- i. Amend the Information Technology Budget Unit 1930-8436-Fund 001-Appropriation Unit INF002 to reallocate and to approve the reclassification of one (1) Information Technology Supervisor and one (1) Network Systems Engineer III to two (2) Information Technology Architect as indicated in Attachment A;
- j. Amend the Information Technology Budget Unit 1930-8436-Fund 001-Appropriation Unit INF002 to reallocate and to approve the reclassification of two (2) Communications Technician III to two (2) Radio Communications Engineer as indicated in Attachment A;
- k. Amend the Information Technology Budget Unit 1930-8436-Fund 001-Appropriation Unit INF002 to reallocate and to approve the reclassification of two (2) Communications Technician II and one (1) Telecommunications Specialist II to three (3) Information Technology Support Specialist as indicated in

Attachment A;

- l. Amend the County Administrative Office - Fleet Administration Budget Unit 1050-8451-Fund 001-Appropriation Unit CAO025 to reallocate one (1) Communications Technician III and one (1) Communications Technician I to two (2) Vehicle Installation Specialist and to approve the reclassification of two (2) Communications Technician I to two (2) Vehicle Installation Specialists as indicated in Attachment A;
- m. Amend the Information Technology Budget Unit 1930-8433-Fund 001-Appropriation Unit INF002 to reallocate one (1) Database Administrator III to one (1) Software Engineer II as indicated in Attachment A;
- n. Amend the Information Technology Budget Unit 1930-8439-Fund 001-Appropriation Unit INF002 to reallocate one (1) Assistant Director of Information Technology to one (1) Information Technology Architect in Budget Unit 1930-8433-Fund 001-Appropriation Unit INF002 as indicated in Attachment A;
- o. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes 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 Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to retitle the classifications of Director of Information Technology to Chief Information Officer, Chief Security and Privacy Officer to Chief Security Officer, Systems Programmer Analyst I-III to Information Technology Systems Analyst I-III, Network Systems Engineer I-III to Network Services Engineer I-III, Security Analyst I-III to Information Technology Security Engineer I-III, Software Programmer Analyst I-III to Software Engineer I-III, and IT Project Management Analyst I-III to Information Technology Project Manager I-III with the salary ranges as indicated in Attachment A and change the designated bargaining unit of the Information Technology Project Manager III from Unit J to Unit X;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classifications of Deputy Chief Information Officer, Information Technology Architect, Vehicle Installation Specialist, and Radio Communications Engineer with the salary ranges as indicated in Attachment A;
- c. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.1 - Department Heads Designated to retitle the Director of Information Technology to Chief Information Officer and A.10.2 - Assistant Department Heads Designated to add the classification of Deputy Chief Information Officer and remove the classification of Assistant Director of Information Technology as indicated in Attachment A;
- d. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to consolidate the Information Technology Business Manager to Information Technology Manager with the salary range as indicated in Attachment A;
- e. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to consolidate and retitle the series of Communications Technician I-III, Information Technology Support Technician I-III, Telecommunications Specialist I-IV, and Telecommunications Technician I-III to Information Technology Support Specialist with the salary range as indicated in Attachment A;
- f. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to abolish the Assistant Director of Information Technology, Division Manager, and Database Administrator I-III classifications;
- g. Amend the Information Technology Budget Unit 1930-8433-Fund 001-Appropriation Unit INF002 to reallocate and to approve the reclassification of one (1) Division Manager to one (1) Deputy Chief Information Officer as indicated in Attachment A;
- h. Amend the Information Technology Budget Unit 1930-8436-Fund 001-Appropriation Unit INF002 to reallocate and to approve the reclassification of one (1) Division Manager to one (1) Deputy Chief Information Officer as indicated in Attachment A;
- i. Amend the Information Technology Budget Unit 1930-8436-Fund 001-Appropriation Unit INF002 to reallocate and to approve the reclassification of one (1) Information Technology Supervisor and one (1)

- Network Systems Engineer III to two (2) Information Technology Architect as indicated in Attachment A;
- j. Amend the Information Technology Budget Unit 1930-8436-Fund 001-Appropriation Unit INF002 to reallocate and to approve the reclassification of two (2) Communications Technician III to two (2) Radio Communications Engineer as indicated in Attachment A;
- k. Amend the Information Technology Budget Unit 1930-8436-Fund 001-Appropriation Unit INF002 to reallocate and to approve the reclassification of two (2) Communications Technician II and one (1) Telecommunications Specialist II to three (3) Information Technology Support Specialist as indicated in Attachment A;
- l. Amend the County Administrative Office - Fleet Administration Budget Unit 1050-8451-Fund 001-Appropriation Unit CAO025 to reallocate one (1) Communications Technician III and one (1) Communications Technician I to two (2) Vehicle Installation Specialist and to approve the reclassification of two (2) Communications Technician I to two (2) Vehicle Installation Specialists as indicated in Attachment A;
- m. Amend the Information Technology Budget Unit 1930-8433-Fund 001-Appropriation Unit INF002 to reallocate one (1) Database Administrator III to one (1) Software Engineer II as indicated in Attachment A;
- n. Amend the Information Technology Budget Unit 1930-8439-Fund 001-Appropriation Unit INF002 to reallocate one (1) Assistant Director of Information Technology to one (1) Information Technology Architect in Budget Unit 1930-8433-Fund 001-Appropriation Unit INF002 as indicated in Attachment A;
- o. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Human Resources Department contracted with CPS HR Consulting (CPS HR) to conduct a comprehensive department wide classification and base wage compensation study of the Information Technology Department. The study included the following classifications:

- Director of Information Technology
- Assistant Director of Information Technology
- Chief Security and Privacy Officer
- Division Manager
- Information Technology Supervisor
- Information Technology Business Manager
- Information Technology Manager
- IT Project Management Analyst I-III
- Network Systems Engineer I-III
- Database Administrator I-III
- Security Analyst I-III
- Software Programmer Analyst I-III
- Systems Programmer Analyst I-III
- Communications Technician I-III
- Information Technology Support Technician I-III
- Telecommunications Specialist I-IV
- Telecommunications Technician I-III
- GIS Analyst I-III

Natividad Medical Center had allocations in some of the above classifications and were included in the study. In addition, there was one (1) Communications Technician III position in the Information Technology Department that was underfilled with a Communications Technician I that was included in the study and was later moved to the County Administrative Office's Fleet Division. The Fleet Division later added a second Communications Technician position to perform similar work.

The classifications study recommended retitling, revising, and modernizing classifications so that they more accurately reflect the nature of the work assigned. In addition, the classification and organizational analysis led to the creation of four (4) new classifications which includes the Deputy Chief Information Officer, Information Technology Architect, Vehicle Installation Specialist, and Radio Communications Engineer.

The Information Technology Department currently has several IT support classifications and based on the study, it was recommended to consolidate classifications where the duties and responsibilities of the work assigned are sufficiently similar in scope and complexity. As such, it was recommended to consolidate and retitle the series of Communications Technician I-III, Information Technology Support Technician I-III, Telecommunications Specialist I-IV, and Telecommunications Technician I-III to the single level class of Information Technology Support Specialist. In addition, it was recommended to consolidate the Information Technology Business Manager to the Information Technology Manager.

Based on these recommendations and an analysis of incumbered positions, it was recommended to reallocate positions and reclassify incumbents to better reflect the scope and complexity of the duties, knowledge, skills, and abilities.

For example, it was recommended to reallocate and reclassify two (2) Division Managers to two (2) Deputy Chief Information Officers as their current roles are consistent with those of an executive manager and these new positions better reflect their level of authority and responsibility.

In addition, it was recommended to reallocate and reclassify one (1) Information Technology Supervisor and one (1) Network Systems Engineer III to two (2) Information Technology Architects as these two incumbents serve as technical experts with regard to designing and managing highly advanced and complex infrastructure systems.

There are two (2) Communications Technician III positions that are responsible for performing professional and technical work related to the analysis, design, planning, maintenance, and coordination of the County's public safety communications infrastructure, and as such, it was recommended to create the new class of Radio Communications Engineer, reallocate the positions, and reclassify the incumbents to this new class.

The department has a third Communications Technician III, two (2) Communications Technician II, and one (1) Telecommunications Specialist II positions that are responsible for programming, installing, testing, diagnosing, troubleshooting, and repairing fixed and mobile electronic communications equipment. The Communications Technician III position was recommended to be consolidated and retitled and the two (2) Communications Technician II and one (1) Telecommunications Specialist II positions were recommended to be reallocated and reclassified to Information Technology Support Specialists.

Finally, the study included one (1) Communications Technician III position that was underfilled with a Communications Technician I that was originally at the Information Technology Department and is now at the County Administrative Office's Fleet Division. The Fleet Division later added a Communications Technician position to perform similar work. These positions are responsible for installing equipment in law enforcement

vehicles such as radios, relevant communication hardware, and inside lighting; installing, troubleshooting, and repairing a variety of vehicle electronics; and diagnosing, troubleshooting, and repairing a variety of fixed and two-way radio equipment, mobile data, sirens, video cameras, and scanners. Based on classification analysis of the duties performed, it was recommended to reallocate the one (1) Communications Technician III and one (1) Communications Technician I positions to two (2) Vehicle Installation Specialist positions and to reclassify the two (2) Communications Technician I incumbents to two (2) Vehicle Installation Specialists.

The classification study also recommended updating classification specifications to improve the distinguishing characteristics among the different classifications and appropriate Fair Labor Standards Act (FLSA) designation for each classification.

CPS HR also conducted a base wage compensation study and found that the following benchmark classifications are below the market average by more than 5% of the County's comparable agencies. It is recommended to adjust the base wage of the below benchmark classifications by the approximate percentage at top step.

Current Benchmark Classification Name	% Below Market	New Recommended Class Name
Director of Information Technology	9.36%	Chief Information Officer
Chief Security and Privacy Officer	32.31%	Chief Security Officer
Division Manager	7.31%	Deputy Chief Information Officer
Information Technology Supervisor	19.28%	Information Technology Architect
Information Technology Business Manager		
& Information Technology Manager	5.95%	Information Technology Manager
IT Project Management Analyst II	26.93%	Information Technology Project Manager II
Network Systems Engineer II	8.88%	Network Services Engineer II
Security Analyst II	22.35%	Information Technology Security Engineer II
Software Programmer Analyst II	10.30%	Software Engineer II
Systems Programmer Analyst II	7.33%	Information Technology Systems Analyst II

The classification and base wage compensation study was conducted according to current study methodology and it is recommended to implement the recommendations as indicated above to bring the salaries of our classifications to labor market and for the titling of these classifications to reflect current information technology industry standards.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee, County Administrative Office, Information Technology Department, and Natividad Medical Center have reviewed and concur with the recommendations. In addition, SEIU has been provided notice of these recommendations.

FINANCING:

The increased cost of salary and benefits for the Information Technology Department is estimated at \$1,166,921 annually. Increased cost for FY 2021-22 is estimated at \$583,460, which will be financed by the Information Technology Department's budget. Future year personnel costs will be included in the Department's requested budget. As the Information Technology Department is a service department, these cost increases will impact COWCAP to all operational departments. Precise impact will be determined annually as it is based upon the Information Technology Department's actual cost to the General Fund specific to each respective year.

The increased cost of salary and benefits for the Natividad Medical Center is estimated at \$139,985 annually. Increased cost for FY 2021-22 is estimated at \$69,992, which will be financed by the Natividad Medical Center's budget. Future year personnel costs will be included in the Department's requested budget.

The increased cost of salary and benefits for the County Administrative Office - Fleet Administration is estimated at \$7,591 annually. Increased cost for FY 2021-22 is estimated at \$3,795, which will be financed by the County Administrative Office's budget. Future year personnel costs will be included in the Department's requested budget.

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