



**Contra
Costa
County**

To: Board of Supervisors
From: Mark Peterson, District Attorney
Date: January 6, 2015

Subject: Reclassify Position #13143 and Incumbent from Network Administrator I (LNSA) to Information Systems Manager 1 in the District Attorney's office

RECOMMENDATION(S):

ADOPT Position Adjustment Request No. 21513 to reclassify position No. 13143 and the incumbent from Network Administrator I (LNSA) (represented) position at salary plan and grade ZA5 1694 (\$5,782-\$7,028) to Information Systems Manager I (LTNA) (represented) position at salary plan and grade ZA5 1884 (\$6,979-\$8,483) in the District Attorney's office.

FISCAL IMPACT:

This action will result in an estimated annual increase of approximately \$29,645, of which \$7,239 is attributable to an increase in employer pension costs, to the District Attorney's office budget which will be covered from salary savings from ongoing vacancies.

BACKGROUND:

Upon review of the duties performed by the incumbent it became clear that he was not properly classified. When the Information Systems Project Manager retired in March 2010, incumbent took on additional responsibilities in the IT division, assuming total responsibility for all departmental technology including: capacity planning, technology planning, and disaster planning

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/06/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 6, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Cherie Mathisen
925-957-2234

cc: Cherie Mathiesen, Marta Goc

BACKGROUND: (CONT'D)

to ensure effective, reliable infrastructure; design and implementation of network functions; daily monitoring of systems, resource availability, performance and load characteristics, and network integrity; purchase and installation of all technology equipment, hardware, software and associated services; project planning and implementation; implementation of special projects such as the e-subpoena and case management systems; management systems; and has responsibility for hiring and supervising subordinate staff. Based on the preponderance of duties and level of responsibilities, it is recommended that the position be reclassified to Information Systems Manager 1 in order to compensate the employee commensurate with his job duties.

CONSEQUENCE OF NEGATIVE ACTION:

This position is essential to the operations of the District Attorney's office and failure to implement this change will result in the incumbent continuing to be inappropriately under compensated for the current level of work being performed.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21513