



**Contra
Costa
County**

To: Board of Supervisors
From: Ed Woo, Chief Information Officer
Date: March 3, 2015

Subject: Reclassify Network Technician II to Network Administrator I

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21604 to reclassify one (1) Network Technician II (LNVA) (represented) position #77 at salary plan and grade ZB5 1592 (\$5,227 - \$6,353) and its incumbent to Network Administrator I (LNSA) (represented) at salary plan and grade ZA5 1694 (\$5,782 - \$7,028) in the Department of Information Technology.

FISCAL IMPACT:

This action would result in a cost to the Department of approximately \$6,906 annually, which will be recovered through service fees charged to user departments. The anticipated cost for fiscal year 2014/15 is \$2,878 if this reclassification is effective 2/1/2015.

BACKGROUND:

The incumbent is primarily responsible for network, server and desktop administration, maintenance, and support for four county department networks. Combined, these networks are as complex as the Child Support Services network, and larger than the Public Defender or Election/Recorder networks. During the past 18 months, the incumbent has assumed more of the responsibilities and job duties of a Network Administrator by supporting nine

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/03/2015** ☒ 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

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: March 3, 2015

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

ABSENT: Federal D. Glover, District V
Supervisor

By: June McHuen, Deputy

Contact: Edward Woo, CIO
925-383-2688

offices in the County Administration and Finance buildings with 200 users and computers, 14 Servers, 3 network appliances, and many mobile devices. During the past two years, the incumbent has consistently demonstrated excellent technical and customer service skills in providing network and desktop services to county departments including the CAO, Human Resources, Auditor-Controller, Board of Supervisors and Clerk of the Board.

BACKGROUND: (CONT'D)

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The incumbent has frequently been indispensable during urgent situations. His quick response and cooperative effort with other DoIT teams to meet our most demanding customers' IT needs are distinct characteristics of a senior member of the DoIT Network Services Unit.

The incumbent has been given Network Administrator duties such as:

1. Provide technical administration and consultation for the County's new Enterprise Microsoft System Center Configuration Manager, helping county departments to automate and track their computer software updates and deployments.
2. Monitor and enhance complex computer and communications systems, on-site and remote; develop, design and implement problem solutions, using standard analysis techniques; and recommend solutions to correct malfunctions.
3. Maintain system back-ups and control records; create logical directory structure of network shared files and directories; responsible for retention of server backups.
4. Provide plans to the CAO, HR and Auditor-Controller of their network capacity, technology status, backup/recovery, and budgeting required to insure efficient, effective, and reliable networks
5. Responsibility for day-to-day IT operations, scheduling, and performance tuning
6. Monitor daily activity on computer networks, checking for potential problems, resource ability, performance, and network integrity; monitor systems activity and usage to maintain a secure environment; and troubleshoot, repair and provide viable recommendations for resolving problems
7. Notify department staff/customers of changes, updates and new features
8. Evaluate new Microsoft Windows 10 operating system under consideration for adoption
9. Responsibility for interfacing with vendors' sales and field services personnel to coordinate normal periodic maintenance and arrange for and monitor equipment repairs and purchases.

Based on the preponderance of duties and responsibilities assigned to the position, the Human Resources Department recommends reclassification without examination to Network Administrator I (LNSA).

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the incumbent will not be properly compensated for the work he is performing. Additionally, duties and tasks that are essential to the departments he serves will have to be reassigned to avoid potential grievances regarding employees working out of class. Removal of these specialized tasks from this position would impede the daily functions of the departments served.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 21604 Reclass DoIT Network Tech II to Network Admin I