



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: July 21, 2015

Subject: Add One Information Systems Specialist I (LTWA) in Administrative Services Bureau in Employment and Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21689 to add one (1) Information Systems Specialist I (LTWA) (represented) full time position at Salary Plan and Grade QS5 1244 (\$3703-\$4501) in the Information Technology Division of the Administrative Bureau of Employment and Human Services Department.

FISCAL IMPACT:

Upon approval of this position, will have an annual cost of \$80,354. This position will be funded 45% Federal revenue, 45% State revenue, and 10% County Cost. The annual pension cost is \$28,124.

BACKGROUND:

The Administrative Services Bureau Information Technology Division of Employment and Human Services Department (EHSD) currently provides application development and support to all the bureaus in the department. The Information Technology Division supports over 83 high end applications plus a number of Access databases and Excel spreadsheets applications. Currently Information Systems Programmer Analysts provide complex application development which consists of design, testing, and training as well as continued

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/21/2015** ☒ 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: July 21, 2015

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

ABSENT: Federal D. Glover, District V Supervisor

By: Chris Heck, Deputy

Contact: Holly Trieu 3-1560

application support. The Information Systems Specialist I position will provide application development and support for Excel and Access Databases throughout the bureaus. The position will work with management to modify Excel and Access Databases currently being used in order to enhance and fully utilize these program's features. The position may also create the databases on behalf of management by working to identify, implement, and troubleshoot the databases and offer continual technical support. Utilizing an Information Systems Specialist I will be more cost efficient for lower level programs such as Excel and Access. This will free up time for the Information Systems Programmer Analysts to work on the department's more complex applications.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Employment and Human Services Department will continue to use a highly paid and skilled Information Systems Programmer Analyst to perform lower level programming work which can be performed by the Information Systems Specialist I.

CHILDREN'S IMPACT STATEMENT:

N/A

ATTACHMENTS

P-300 #21689