



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: December 8, 2015

Subject: Retitle and reallocate Departmental PC Coordinator to Information Systems Supervisor in EHSD.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21779 to retitle the classification of Departmental Personal Computer Coordinator (XQSJ) (represented) at salary plan and grade ZB5 1694 (\$5,956-\$7,239) to Information Systems Supervisor (LBHB) (represented); reallocate the class of Information Systems Supervisor (LBHB) on the Salary Schedule at salary plan and grade ZA5 1744 (\$6,258-\$7,607); and reclassify two (2) positions, numbers 4763 and 11265, in the Employment and Human Services Department, Information Technology Division.

FISCAL IMPACT:

Upon approval, the annual personnel cost will increase by \$14,485. This position will be funded 45% Federal revenue, 45% State revenue, and 10% County cost. The additional annual pension cost is \$5,070.

BACKGROUND:

The Information Technology Division has a unit that provides end user support for the Employment & Human Services Department. The unit's span of control includes end user

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/08/2015** ☒ 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: December 8, 2015

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

By: June McHuie, Deputy

Contact: Holly Trieu (925)
313-1560

hardware such as personal computers, printers,

BACKGROUND: (CONT'D)

scanners, smart phones, iPads, and laptops. It also includes software on the desktops, servers, and mobile devices. The two Departmental Personal Computer Coordinator positions supervise a team of fifteen full time technicians and two clerical staff in scheduling work, managing projects, monitoring service trends, and thereby playing a key role in ensuring EHSD's Information Technology Infrastructure is operating properly. They serve as the liaison between EHSD and the county's Department of Information Technology (DoIT) on network issues and manage inventory.

CONSEQUENCE OF NEGATIVE ACTION:

If the position is not retitled and the salary is not reallocated then the position will not be appropriated classified and compensated.

ATTACHMENTS

P-300 #21779