To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: October 18, 2016

Contra
Costa
County

Subject: Add one Information Systems Project Manager in EHSD, Administrative Services Bureau

---

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21932 to add one Information Systems Project Manager (LPNA) (represented) position at Salary Plan and Grade ZA5 1884 ($7,476 - $10,019) in Employment and Human Services, Administrative Services Bureau.

FISCAL IMPACT:

Upon approval, this position will have an annual cost of approximately $155,011, including estimated pension costs of $54,254. This position will be funded 45% Federal revenue, 45% State revenue, and 10% County cost.

This transaction is part of the 49 additional positions funded under the recently approved Appropriation Adjustment No. 5006. (9/27/16: C.12)

BACKGROUND:

The Information Technology Division provides application development and support to Employment and Human Services Department (EHSD) bureaus and infrastructure. The

---

☑ APPROVE   ☐ OTHER

☑ RECOMMENDATION OF CNTY ADMINISTRATOR   ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/18/2016**   ☑ 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: October 18, 2016

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

By: June McHuen, Deputy

Contact: Holly Trieu ((25) 313-1560

cc: Holly Trieu

Information

<u>BACKGROUND: (CONT'D)</u>

Technology Division currently has 114 projects in the queue, 82 of which are active projects. This excludes small projects that require less than 80 hours of staff time. The Information Systems Project Manager position will be responsible for ensuring project management processes for individual projects are followed, and carried out thoroughly and effectively. The Information Systems Project Manager responsibilities includes tracking all technology and non-technology projects by monitoring schedules, budgetary performance, compliance with applicable specifications, and deliverables. The department's request to add an Information Systems Project Manager position will reduce the need for outside contractors.

<u>CONSEQUENCE OF NEGATIVE ACTION:</u>

If this action is not approved, EHSD will have insufficient Information Technology staff to effectively manage and monitor all of the department's technology and non-technology projects. In addition, the department will have to continue to rely on contract resources.

<u>CHILDREN'S IMPACT STATEMENT:</u>

Not applicable.

<u>ATTACHMENTS</u>

P300 No. 21932 EHSD