



Contra  
Costa  
County

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: January 17, 2017

Subject: Add Two (2) Information Systems Assistant II

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22008 to add two (2) full-time Information Systems Assistant II (LTVH) (represented) positions at salary plan and grade 3R5 1005 (\$3,131 - \$3,806) in the Department of Conservation and Development.

**FISCAL IMPACT:**

Upon approval, this action will result in annual costs of approximately \$124,000, of which \$20,000 represent annual pension costs. The costs of these two additional positions will be partially offset by savings generated from reducing contract costs by \$120,000 (equivalent to 2 contract positions). Land development fees will fund the remainder of the costs. This action has no impact to County General Fund.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/17/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor

Candace Andersen, District II  
Supervisor

Diane Burgis, 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 17, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Victoria Mejia (925)  
674-7726

cc: Victoria Mejia

## BACKGROUND:

The Department of Conservation and Development (DCD) is requesting to add two (2) Information Systems Assistant II (ISA II) positions to assist with its ongoing document conversion project. DCD has embarked on a large-scale project of converting old paper files, mostly pertaining to building and planning permits, maps, etc., to electronic files on Laser-fiche. This is being done while at the same time attempting to keep current with scanning and indexing new files into Laser-fiche. A couple of years ago, DCD launched its Citizen Access portal which allows the public to conduct limited business on-line. This new way of providing on-line access to the public to transact business with DCD puts greater emphasis on the need for DCD's documents to be electronically stored and efficiently managed on Laser-fiche.

The scanning and indexing of voluminous files has been historically performed by contracted vendors, but DCD would like to gradually bring this work in-house for greater control and efficiency. In fact, DCD has been in discussions with Local 2700 to advise them of the plan to gradually transition this work to permanent county employees. On May 2016, DCD hired one full-time ISA II and this is the first permanent county staff that has been dedicated to this project. This is the first step in transitioning the work in-house. However, the bulk of this work continues to be contracted out.

This Board Order is requesting to add 2 more permanent ISA II positions to be dedicated to this project. These additional positions will help achieve DCD's goal of moving the scanning and indexing functions in-house, resulting in the gradual elimination of contract services. The ISA II classification is the county-wide class that is appropriate for the duties involved in performing the document conversion tasks. The costs of these additional positions will be partially offset by savings generated by reducing, and eventually eliminating the need for contract services. Additionally, this action will allow DCD to fulfill the transition plan that has been discussed with Local 2700.

## CONSEQUENCE OF NEGATIVE ACTION:

Failure to obtain Board approval will derail DCD's plan to eliminate the use of contract services that were being used to convert paper files to Laser-fiche, and will not allow DCD to fulfill its plan to bring the file conversion work in-house.

## ATTACHMENTS

P300 22008 Add 2 ISA II in DCD