



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Ed Woo, Chief Information Officer  
Date: May 9, 2017

Subject: Add one Information Systems Project Manager Position

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22059 to add one (1) Information Systems Project Manager (LPNA) (represented) position at salary plan and grade ZA5 1884 (\$7,476 - \$10,019) in the Department of Information Technology (DoIT), Systems and Programming Division.

**FISCAL IMPACT:**

100% County General Fund. The maximum cumulative annual impact is \$182,991. The cost of this position for the remainder of the current fiscal year can be covered by existing FY 16/17 appropriations due savings from staff vacancies. In FY 2017/18, the cost of the position is budgeted under the Peoplesoft Project budget, administered by the County Administrator's Office.

**BACKGROUND:**

PeopleSoft is the core for processing all personnel transactions, benefits, and information pertinent to providing employees with benefits and pay. Human Resources and the Auditor Controller use PeopleSoft to process all employee actions and assure employees are paid correctly. All departments use PeopleSoft to enter HR transactions.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **05/09/2017** ☒ 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: May 9, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Ed Woo, CIO, (925)  
383-2688

The current Information Systems Project Manager (ISPM) that supports PeopleSoft is approaching retirement within the next few months and a viable replacement must be found and adequately trained to maintain sufficient support to assure that the departments, Human Resources and Auditor Controller are technically supported. If IT support is not adequate, delays in processing and resolving system problems could occur, which could impact employees

### BACKGROUND: (CONT'D)

being paid on time.

The PeopleSoft Steering Committee has approved the addition of one (1) ISPM position to the DoIT support staff. Since Payroll and Human Resource functions are critical to the County, DoIT support of these functions is just as critical. It is imperative that we start to develop the next generation of this support now, so that adequate support will be seamless.

In addition, once the PeopleSoft upgrade is implemented, the Steering Committee will need to consider implementing a time and attendance system as the current system is no longer in support. This will require additional staff as resources to work on this project while maintaining sufficient support to run Payroll process.

### CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the Systems and Programming Division of DoIT will not be able to properly support the critical County Payroll and Human Resources functions and could lead to severe negative impacts to all County Departments.

### ATTACHMENTS

P300 22059 IPSM DoIT