



**Contra
Costa
County**

To: Board of Supervisors
From: Ed Woo, Chief Information Officer
Date: May 23, 2017

Subject: Add Information Systems Technician I, Cancel Information Systems Specialist I Position in DoIT

RECOMMENDATION(S):

ADOPT Position Adjustment Number No. 22071 to add add one (1) Information Systems Technician I (LTWB) (represented) position at salary plan and grade TB5 1408 (\$4,667 - \$5,672) and cancel one (1) vacant Information Systems Specialist I (LTWA) (represented) position #16191 at salary plan and grade TB5 1244 (\$3,967-\$4,822) in the Department of Information Technology.

FISCAL IMPACT:

This transaction will result in an additional cost of \$15,000 to the Department. The Department of Information Technology charges for all services and these charges will be recovered through service fees charged to user departments that include revenue generated from non-general fund departments and other public agencies.

BACKGROUND:

Due to a change in job responsibilities, the Information Technology department needs to add one Information Systems Technician I position and cancel one Information Systems Specialist I position #16191 (vacant).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/23/2017** ☒ 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 23, 2017

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

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

By: Rolanda Hartfield, Deputy

cc:

The Customer Services Unit of the Department of Information Technology (DoIT) provides first level technical support for the County's IBM System Z10 Enterprise mainframe, network printers, VPN access, Payroll ePay, and Granicus recording of Board Supervisor meetings. Customer Services staff manage the DoIT's help desk call center and the county's 150+ Wi-Fi wireless routers that are deployed at most county buildings. They also monitor 200+

BACKGROUND: (CONT'D)

Windows servers, web services and backup appliances that are located in the County's data center for potential hardware or network failure.

Based on the ongoing need for services, we are seeking to add and fill a position in the Customer Services Unit of DoIT to be able to provide these services from 6:00 AM to 6:00 PM. After analyzing the available job classes, we determined that the best match for this position is the Information Systems Technician I.

Based on the positions preponderance of duties assigned, responsibilities, and level of duties, DoIT recommends adding an Information Systems Technician I (LTWB) position and canceling the Information Systems Specialist I position #16191.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, this position will not be properly classified based on assigned duties and responsibilities of the position.

ATTACHMENTS

P300 22071 Add IS Tech II & Cancel ISS I in DoIT