



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: October 9, 2018

Subject: Reclassify two Information System Programmer Analyst II incumbents to Information Systems Supervisor and Senior Business Analyst

### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22321 to reclassify one (1) full-time Information System Programmer Analyst II (LPVA) (represented) position #13465 at salary plan and grade ZA5 1594 (\$5,952-\$7,234) and its incumbent to an Information Systems Supervisor (LBHB) (represented) at salary plan and grade ZA5 1744 (\$6,905-\$8,393), and place the incumbent at step 3 of the salary range of the new classification; and reclassify one (1) full-time Information System Programmer Analyst II (LPVA) (represented) position #12534 at salary plan and grade ZA5 1594 (\$5,952-\$7,234) and its incumbent to a Senior Business Systems Analyst (LTVJ) (represented) at salary plan and grade ZB5 1787 (\$7,205-\$9,655), and place incumbent at step 3 of the salary range of the new classification in the Library Department.

### **FISCAL IMPACT:**

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$19,851.00. No fiscal impact to the County general fund.

### **BACKGROUND:**

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/09/2018** ☒ 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: October 9, 2018

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

By: June McHuen, Deputy

Contact: Natalie Darone, (925)  
608-7700

cc: Natalie Darone

Over the past several

### BACKGROUND: (CONT'D)

years both employees in the position of Information System Programmer Analyst II have assumed more responsibilities and varied job duties at a higher level than what is typically allocated to their current classification. Both employees completed position description questionnaires, and the Human Resources Department performed a desk audit of the job duties of each incumbent. Based on the review of the position description questionnaire, job class descriptions, desk audit observations, interviews with the employees and their supervisor, documentation provided by the department and consultation with the Department of Information Technology, it was determined that the preponderance of the duties and responsibilities of the incumbents warrants a reclassification of one employee to Information Systems Supervisor, and the other employee to a Senior Business Systems Analyst.

### CONSEQUENCE OF NEGATIVE ACTION:

If these position changes are not approved, the incumbents will not be properly classified.

### ATTACHMENTS

P300 22321 Reclassify IT positions In Library

P300 22321 HR Recommendations