To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Date: May 17, 2022

Contra
Costa
County

Subject: Cancel a Senior Social Service Info System Analyst and add an Information Systems Programmer Analyst IV

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25936 to add one (1) Information Systems Programmer Analyst IV (LPNB) (represented) position, at Salary Plan and Grade ZA5 - 1787 ($7,950 - $10,654), and cancel one (1) vacant Senior Social Service Information Systems Analyst (XQVC) (represented) position #4652 at Salary Plan and Grade KZ5 - 1873 ($8,353 - $9,210) in the Administrative Services Bureau of the Employment and Human Services Department (EHSD).
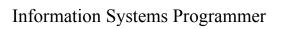
FISCAL IMPACT:

Approval of this position trade request will increase the annual net County cost by $42.00. The position will be funded with 60% Federal revenue, 34% State revenue and 6% County General funds.

BACKGROUND:

The Information Technology Application Support Division of the Employment and Human Services Department is responsible for the County's implementation and support of various statewide systems that are critical to the operation of public assistance programs administered by the Department. The Division is in critical need of an advanced level

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☑ APPROVE ☐ OTHER

☑ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/17/2022** ☑ 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 17, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Reni Radeva (925) 608-5036

cc: Sylvia Wong Tam, Reni Radeva

Information Systems Programmer

BACKGROUND: (CONT'D)

Analyst position. The countywide Information Systems Programmer Analyst IV (ISPA IV) classification incorporates the knowledge and skill set required for the increased operational demands of the Information Technology Application Support Division. This advanced level Programmer/Analyst will expand and enhance current reporting services and capabilities; lead the development and ongoing maintenance of reporting and analytics solutions for the business systems and applications; assemble large, complex data sets that meet functional/non-functional business requirements and perform data integration; identify, recommend and implement areas of improvement in the reporting environment including reporting tools, software and best practices. Further, the extensive technical knowledge and expertise of an Information Systems Programmer Analyst IV is needed to assist with the transition of the CalWIN County Information Server (CIS) to the new mandated Statewide Automated Welfare System, CalSAWS.

The current classification levels and structure of the Information Technology Application Support Division do not supply the technical knowledge and expertise required to meet the increased business needs of the Division/Department. Therefore, to meet its operational needs, the Division is requesting to add an Information Systems Programmer Analyst IV.

By adding an Information Systems Programmer Analyst IV position, the Department will cancel a vacant Senior Social Service Information Systems Analyst position # 4652. This position became vacant due to the promotion of the incumbent. By adding an Information Systems Programmer Analyst IV position and equipping the Division with a higher-level expertise, the vacant Senior Social Service Information Systems Analyst position will become unnecessary. Adding the new position will align the Department with mandated Statewide Automated Welfare System and ensure adequate data reports conversion, data cleansing activities, configure county reporting needs, and refactor reporting.

CONSEQUENCE OF NEGATIVE ACTION:

Not adding an Information Systems Programmer Analyst IV will present a high risk to the CalSAWS project relative to reporting business needs. This will adversely impact our ability to do data reports conversion, data cleansing activities, configure county reporting needs, and refactor reporting.

ATTACHMENTS

P 300 - Sr Social Svcs Info System Analyst