



**Contra
Costa
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: August 9, 2022

Subject: Add one Network Administrator II position in the Conservation and Development Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26004 to add one (1) Network Administrator II (LNSB) (represented) position at a salary plan and grade ZA5 1787 (\$7,950.01-\$9,663.29) in the Department of Conservation and Development.

FISCAL IMPACT:

This action will cost \$198,146 annually, of which \$32,411 is retirement costs. Funding for this position will come 100% from Land Development funds.

BACKGROUND:

The Information Technology Section of the Department of Conservation and Development (DCD) provides support to the Department's internal and external customers and infrastructure. In order to continue serving the public while helping keep its employees safe in the face of COVID-19, DCD has, and is continuing to, significantly change its operations. The Department has switched to all electronic permitting, holding all public meetings virtually, and relying on technology to help facilitate maximum public participation as well as attending to network and security issues associated with supporting the implementation of the Remote Work Policy. These operational changes rely heavily on information technology

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **08/09/2022** ☒ 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: August 9, 2022

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

By: June McHuen, Deputy

Contact: Deidra Dingman 925
655-2910

cc:

resources. DCD does not currently have the resources

BACKGROUND: (CONT'D)

needed to complete network IT projects in a timely and efficient manner. An additional staff person with the necessary knowledge and experience will help to ensure that the Department's current and growing network projects will be carried out effectively.

DCD requests to add a Network Administrator II position to help implement projects including upgrading DCD's permitting system (Accela Automation) and document imaging system (Laserfiche) to the latest versions. These upgrades will necessitate rebuilding the current Accela environment into DCD's virtual environment and allocating network storage resources. It is expected that the new position will function with significant independence and autonomy in the implementation of these network projects.

CONSEQUENCE OF NEGATIVE ACTION:

A Network Administrator II position is essential to the efficient operation of this Department. If this position is not approved, DCD will not be able to adequately cover all its information technology needs which will negatively impact the operation of existing and future network functions.

ATTACHMENTS

AIR 50377_P300 26004_DCD Add Network Admin II -BOS 8.9.22