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Contra Costa County

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Date: January 17, 2023

Subject: Add one Business Systems Analyst position and Cancel one Information Systems Project Manager Position

## **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 26083 to add one (1) Business Systems Analyst (LTWK) (represented) position at salary plan and grade ZB5 1694 (\$7,613-\$9,254) and cancel one (1) vacant Information Systems Project Manager (LPNA) (represented) position #15630 at salary plan and grade ZA5 1884 (\$9,189-\$12,314) in the Public Works Department.

### **FISCAL IMPACT:**

This action will result in an annual cost savings of approximately \$30,000 and will be funded by various Road, Flood, and Special District funds.

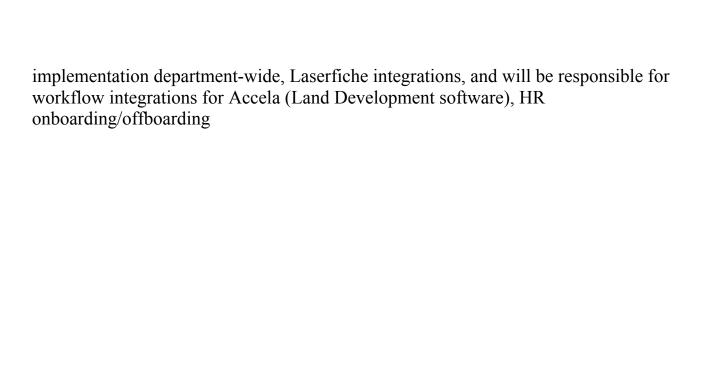
#### **BACKGROUND:**

The Public Works Information Technology (IT) Division operates independent of the Department of Information Technology, including managing its own network, systems, and equipment. In reviewing roles, responsibilities, and long-term needs for the IT Division and the Department, it was concluded that a Business Systems Analyst position is needed to support business systems and integrations. The Business Systems Analyst will be responsible for IT's contracts and master service agreements, assist with DocuSign

<b>✓</b> APPROVE	OTHER
RECOMMENDATION OF CADMINISTRATOR	RECOMMENDATION OF BOARD COMMITTEE
	COMMITTEE
Action of Board On: 01/17/2023 APPROVED AS RECOMMENDED OTHER	
Clerks Notes:	
VOTE OF SUPERVISORS	
AYE: John Gioia, District I Supervisor	
Candace Andersen, District II 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.
Diane Burgis, District III Supervisor	ATTESTED: January 17, 2023
Ken Carlson, District IV Supervisor Federal D. Glover, District V Supervisor	Monica Nino, County Administrator and Clerk of the Board of Supervisors
Contact: Adrienne Todd (925)	By: June McHuen, Deputy

cc: Sylvia Wong Tam

313-2108



### BACKGROUND: (CONT'D)

database, WorkDay workflows and Maintstar (customer service tracking system) integration with GIS.

In addition, this position will support the IT Division's programming staff to document existing and new workflows, build a data dictionary, eliminate manual processes where possible, and coordinate with 'end-users' on consolidating workflow changes and streamlining system integrations/migrations for upcoming projects which include fractionated timesheet processing, deprecated Oracle forms/reports, TM1 Planning Analytics upgrade, and GIS Enterprise field activities.

# CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this action will result in the inability for the Department to recruit and/or assign work to the appropriate job classification.

# **ATTACHMENTS**

P300 26083