



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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
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
Diane Burgis, District III Supervisor
Ken Carlson, 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: January 17, 2023

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

Contact: Adrienne Todd (925)
313-2108

By: June McHuen, Deputy

implementation department-wide, Laserfiche integrations, and will be responsible for workflow integrations for Accela (Land Development software), HR onboarding/offboarding

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