To: Board of Supervisors

From: Alison McKee, County Librarian

Date: February 7, 2023

**Contra
Costa
County**

Subject: Cancel one full-time Information Systems Specialist III position; Add one full-time Information Systems
Programmer/Analyst II position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26079 to cancel one (1) vacant Information
Systems Specialist III (LTTA) (represented) position #10236 at salary plan and grade TB5
1541 ($6,542 - $7,953) and add one (1) Information Systems Programmer and Analyst II
(LPVA) (represented) position at salary plan and grade ZA5 1594 ($6,895 - $8,381) in the
Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately
$5,546. No fiscal impact to the County general fund.

BACKGROUND:

The Library seeks to add replace one vacant full-time Information Systems Specialist III
position and replace it with a full-time Information Systems Programmer and Analyst II
position in its Automation unit.

Shortly before the COVID-19 pandemic closures, the Library was the target of a
ransomware attack. As a result of this, the Library and DoIT implemented multiple new

☑ APPROVE	☐ OTHER
☑ RECOMMENDATION OF CNTY ADMINISTRATOR	☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/07/2023**   ☑ 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

Contact: Samuel Treanor at
925-608-7702

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: February 7, 2023

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

By: June McHuen, Deputy

cc: Samuel Treanor,   Sylvia WongTam

security procedures to protect from malicious attacks across all network services.

The Library's Automation unit, which handles internet security and the installation of hardware and software for over 1000 public and staff computers, has had increased work and responsibility as a result of the fallout from the ransomware attack as well as additional procedures due to COVID-19 protocols.

In this structure, the Library maintains all applications for direct service to the public, such as public computers, the automated circulation system, and vendor databases. As the needs for information technology support continue to evolve in this new structure, the Library has identified other unmet needs which would be provided by a programmer and analyst position. This new position would meet Library-specific needs for the implementation of vendor databases, security assessment of vendor databases, troubleshooting patron and staff issues, and the inter-operation of Library-specific applications.

BACKGROUND: (CONT'D)

In establishing this position, the duties performed by a currently vacant Information Systems Specialist III position would be distributed to this new position and to other staff within the Automation unit. Consequently, the vacant position would be redundant and could be eliminated.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will not be able to sufficiently meet its internet security needs and obligations. Services to the public may also be impacted in that some planned database and other program implementations would need to be delayed or canceled.

ATTACHMENTS

P300 26079 Cancel ISS III Add ISPA II in Library IT