



Agenda Submittal

Agenda #: 14 **Status:** Consent Calendar
Type: Resolution **Department:** Information Technology - Registrar of Voters
File #: 19-810 **Contact:** Tim Flanagan, 784-2703
Agenda date: 10/22/2019 **Final action:** 10/22/2019
Title: Adopt a resolution amending the List of Numbers and Classifications of Positions to delete 1.0 Full-Time Equivalent (FTE) Information Technology Analyst IV and add 1.0 FTE Information Technology Analyst (Principal) in the Management Information Systems (MIS) Division of the Department of Information Technology
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
10/22/2019	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Department of Information Technology (DoIT) recommends the Board adopt a resolution amending the List of Numbers and Classifications of Positions to delete 1.0 Full-Time Equivalent (FTE) Information Technology Analyst IV and add 1.0 FTE Information Technology Analyst (Principal) in the MIS Division of DoIT.

SUMMARY

The Department of Information Technology seeks changes to its organizational structure to realign Finance, Human Resources (HR), Payroll and Legislative systems under a single unit. Deleting a vacant Information Technology Analyst IV position and adding an Information Technology (Principal) position will create efficiencies within the department and improve data system support through the consolidation of management and leadership responsibilities for these systems.

FINANCIAL IMPACT:

The projected annual increase for salary and benefits will be approximately \$15,085. All costs associated with this position change can be absorbed by DoIT's FY2019/20 Adopted Budget. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget.

DISCUSSION:

Prior to 1999, the County data technology system for Human Resources (HR), Finance and Accounting, and Procurement operated on the Integrated Financial and Administrative Solution (IFAS) structure, and Payroll operated on another separate system, the Management Science America (MSA) Payroll system. In 1999, the County transitioned to the PeopleSoft HR system, which included Payroll modules, but remained on IFAS for Finance and Accounting and Procurement. Technical management for both of these back-office administrative solutions systems remained with a single Senior IT Manager until 2012, when the economic recession

required the County to reduce operating costs, including reductions in staff. This resulted in splitting the areas of technical management and support between two senior IT manager positions.

The current organizational design splits responsibilities for the back-office administrative solutions between four IT functional teams under two senior managers and resulting in little cross training. The Department of Information Technology sees an opportunity to improve data system support through the consolidation of management and leadership responsibilities of the two County Enterprise Resource and Planning (ERP) systems (Peoplesoft and ONESolution) under a single division.

The current Information Technology Analyst IV position works as a dedicated member of the Peoplesoft support team and the focus is solely on the support and maintenance of the Peoplesoft HR/Payroll system. The Department of Information Technology is seeking to delete this vacant position and add an Information Technology Analyst Principal position to facilitate the change in organizational structure and oversee the ERP systems.

Organizational efficiencies will be improved through the alignment of the duties and responsibilities with the position classification. Currently, the business functions of back-office administrative solutions all have significant overlap in the operation of the County. Supervision of the support staff for these systems are a shared responsibility between two senior managers. Generally, changes to one application typically have effects on other applications or related business processes. Merging the teams that support Finance, HR, Payroll, and Legislative software solutions under one-supervisor will enable the department to make better and more informed decisions about how to best support these critical business functions and will lead to cross training to eliminate single points of failure for support of these solutions. This classification change would improve support through better alignment with support teams.

This Information Technology Analyst (Principal) position would be responsible for the supervision of the consolidated Enterprise Resource and Planning (ERP) support team. As the technical lead, this position would have visibility into both Finance and HR/Payroll systems and provide more informed guidance as to the capabilities of each system.

ALTERNATIVES:

The Board could choose not to approve the position change request. However, this is not recommended as the addition of an Information Technology Analyst (Principal) position will create efficiencies within DoIT and streamline technical management and coordination of critical enterprise systems.

OTHER AGENCY INVOLVEMENT:

The Department of Human Resources and the County Administrator's Office have reviewed this proposal and concur with DoIT's recommendation.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION