



Napa County

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Legislation Text

File #: 23-0098, **Version:** 1

TO: Board of Supervisors

FROM: Christine Briceño, Director of Human Resources

REPORT BY: Joy Cadiz, Senior Human Resources Analyst

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Information Technology Services Division of the County Executive Office

RECOMMENDATION

Director of Human Resources and Chief Information Officer request adoption of a Resolution amending the Departmental Allocation List for the Information Technology Services Division of the County Executive Office, by adding one 1.0 full-time equivalent (FTE) Staff Services Manager and deleting one 1.0 FTE Supervising Staff Services Analyst, with no net increase to FTEs, and a slight impact to the County General Fund.

EXECUTIVE SUMMARY

If approved, this request adds one 1.0 FTE Staff Services Manager and deletes one 1.0 FTE Supervising Staff Services Analyst to the Information Technology Services Division of the County Executive Office (ITS), effective February 4, 2023, to oversee ITS Administration and the Records Center.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	ITS is restructuring its organization with plans to move Records Management staff and operations under ITS Administration. With the increase of program responsibility, level of duties performed, and span of control, the Staff Services Manager has been determined to be the appropriate classification to fulfill the need.
Is the general fund affected?	Yes
Future fiscal impact:	The increase in cost of salary and benefits for the remainder of the fiscal year is approximately \$9,605. The annual increase in cost of salary and benefits is approximately \$24,973 per year. The department will budget for future fiscal impacts accordingly.
Consequences if not approved:	The planned reorganization will not be accomplished and ITS will not be able to effectively support the County's growing demand for IT services and related administrative support.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Information Technology Services (ITS) identified a need to reorganize their administration, records and mail, and digitization teams under one unit. Currently, the administration and digitization teams are supervised by a Supervising Staff Services Analyst, and the records and mail team is supervised by an Information Systems Manager. In order to meet the needs of ITS and its customers, and to most efficiently manage all identified areas, ITS requested to reclassify the vacant Supervising Staff Services Analyst to a Staff Services Manager.

The requested Staff Services Manager allocation will be responsible for oversight and administration of multiple ITS budget units, overseeing ITS' financial goals, objectives, budget needs, financial plans, and accounting practices, and participating in the development and implementation of ITS goals, objectives, priorities, and policies, as well as direct oversight of the mail and records, administration and digitization teams. Human Resources has reviewed all available information and determined that the appropriate classification to manage ITS Administration and Records is a Staff Services Manager.

Therefore, the Director of Human Resources and the Chief Information Officer request adoption of a Resolution amending the Departmental Allocation List for the Information Technology Services Division of the County Executive Office, by adding one 1.0 full-time equivalent (FTE) Staff Services Manager and deleting one 1.0 FTE Supervising Staff Services Analyst, with no net increase to FTEs, effective February 4, 2023, and a slight impact to the County General Fund.