



COUNTY OF HUMBOLDT

For the meeting of: 5/23/2023

File #: 23-659

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Position Allocation for the County Administrative Office - Information Technology Division of a 1.0 Full-Time Equivalent Information Technology Applications Analyst I/II

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of a 1.0 full time equivalent Information Technology Applications Analyst I/II position (class 0622) in Budget Unit 3550-118, effective the beginning of the next bi-weekly pay period following approval; and
2. Approve, and authorize the County Administrative Officer to execute, the attached inter-departmental memorandum of understanding between the Department of Health and Human Services and the County Administrative Office - Information Technology Division regarding funding the allocation of a 1.0 full time equivalent Information Technology Applications Analyst I/II position.

SOURCE OF FUNDING:

Department of Health and Human Services (1160-516)

DISCUSSION:

In recent years, the need for additional and expanded digital communication and document applications has increased dramatically. The increased use, complexity and security requirements of enterprise applications have increased the workload of the County Administrative Office - Information Technology Division ("Information technology Division") and requires additional cross training to ensure continuity. In order to accommodate the increased usage and functionality requirements of enterprise applications used county-wide, the Information Technology Division requests authorization to allocate a 1.0 full time equivalent Information Technology Applications Analyst I/II position beginning the next bi-weekly pay period following approval.

The Department of Health and Human Services ("DHHS") is the largest department in the County of

Humboldt and has its own designated Information Services Division. However, the enterprise applications used county-wide are managed and supported by the Information Technology Division. As such, the Information Technology Division and DHHS have prepared an inter-departmental memorandum of understanding regarding funding the allocation of a 1.0 full time equivalent Information Technology Applications Analyst I/II position.

Pursuant to the terms and conditions of the attached inter-departmental memorandum of understanding DHHS will fund a 1.0 full time equivalent Applications Analyst I/II to be allocated and housed in the Information Technology Division. In turn, the Information Technology Division will be responsible for developing, implementing and providing increased support for the enterprise applications shared by DHHS.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY23-24 Projected	FY24-25 Projected
Budgeted Expenses	\$145,765	\$148,680
Total Expenditures	\$145,765	\$148,680
Funding Sources (Fund, Budget Unit)	FY23-24 Projected*	FY24-25 Projected*
State/Federal Funds	\$145,765	\$148,680
Total Funding Sources	\$145,765	\$148,680

**Projected amounts are estimates and are subject to change.*

A 1.0 full time equivalent Applications Analyst I/II position will be funded by the Department of Health and Human Services (1160-516). Funds have been included in the proposed fiscal year 2023-2024 budget in Department of Health and Human Services budget unit 1160-516 and in Information Technology Division budget unit 3550-118.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
IT Applications Analyst I/II.	3550118 -0622	TBD	1.0	0.0

A 1.0 full time equivalent Applications Analyst I/II position will be added to expedite deployment, utilize enterprise applications to their fullest, ensure compatibility with systems and adherence to policy and provide for cross training of staff to ensure continuity of knowledgeable support.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by providing for and maintaining technological infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the allocation of a 1.0 full time equivalent Applications Analyst position. This is not recommended as, under its current funding/staffing level, the Information Technology Division would have difficulty expediting application deployment, utilizing the applications to their fullest or provide for adequate cross training of staff.

ATTACHMENTS:

1. Inter-Departmental Memorandum of Understanding between the Department of Health and Human Services and the County Administrative Office - Information Technology Division regarding funding the allocation of a 1.0 full time equivalent Information Technology Applications Analyst I/II position

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A