



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-7

For the meeting of: September 2, 2014

Date: August 13, 2014
To: Board of Supervisors
From: Phillip Smith-Hanes, County Administrative Officer *PSH*
Subject: Adoption of New Classification of CAO Project Manager and Allocation and Funding of Position

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new job classification of CAO Project Manager (class number 0198, salary range 479, employee unit 08) into the classification plan, effective immediately;
2. Reclassify one existing vacant and frozen IT Applications Analyst I/II (class number 0622, salary range 415/430, position number 01, type FØ) in budget unit 118, to CAO Project Manager (class 0198, salary range 479), effective September 14, 2014; and
3. Allocate funding to fill one CAO Project Manager position (class 0198, salary range 479, type FT) in budget unit 118, as shown in Attachment 3.

SOURCE OF FUNDING: Information Technology Internal Service Fund

Prepared by Phillip Smith-Hanes

CAO Approval *Cheyl Dillingham*

REVIEW: Auditor *MSM* County Counsel _____ Human Resources *Q.J.* Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Sundberg* Seconded by Supervisor *Bass*
Ayes *Sundberg, Lovelace, Bohn, Bass*
Nays _____
Abstain _____
Absent *Fennell*

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Sept. 2, 2014*
By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

DISCUSSION:

The Information Technology (IT) Division of the County Administrative Office (CAO) currently has two vacant and unfunded IT Applications Analyst I/II positions. One of these two positions has remained vacant and frozen for several years. The second position was a result of the Voluntary Separation Incentive Program in 2011 and was frozen through June 30, 2014. In the fiscal year 2014-15 adopted budget, some funding was allocated toward this position within the IT Internal Service Fund, but this funding is insufficient to fully fund a full-time position. As a result, in the personnel allocation table for this year, the position is shown as frozen (type FØ).

The CAO has identified the need for a project manager position to advance projects throughout the department, including in the IT Division, Economic Development and Management & Budget. Many of these projects are related to improved technology and will assist the Applications Analyst staff within the IT Division in providing newer applications throughout the County.

Human Resources has completed a classification review (Attachment 1) and prepared a new position description (Attachment 2). Staff recommends that the IT Applications Analyst I/II position frozen in 2011 be reallocated to this new position description and funded using a combination of resources from the IT, Economic Development and CAO-Management & Budget budget units as shown in Attachment 3.

FINANCIAL IMPACT:

The position is proposed to be funded using existing budget allocations as appropriated by your Board in the fiscal year 2014-15 budget, as shown in Attachment 3. The full-year cost of a new position at salary range 479, step E, is estimated to be approximately \$126,950 including all benefits. Allocation of this position is expected to reduce reliance on outside consultants to carry projects to completion.

This action supports your Board's Strategic Framework, Priorities for New Initiatives, by providing our core services in ways that safeguard the public trust through managing our resources to ensure sustainability of services. In addition, this aligns with your Board's key goal for 2014-15 of investing in increased internal capacity where this would minimize outside expenses.

OTHER AGENCY INVOLVEMENT: None.

ALTERNATIVES TO STAFF RECOMMENDATIONS: Board's discretion.

ATTACHMENTS:

1. August 12, 2014, Memorandum from Ron Halverson
2. Position Description for CAO Project Manager
3. Funding Statement



Attachment 1

**County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501**

DATE: August 12, 2014
TO: Phillip Smith-Hanes, County Administrative Officer
FROM: Ron Halverson, Assistant Director of Human Resources
SUBJECT: Classification review for a new proposed position for CAO Project Manager

At your request, the Human Resources (HR) Department conducted a classification review for a new proposed position to function as a project manager for the CAO. The purpose of the review was to determine if an appropriate job class currently existed for the position, or if development of a new job class would be required.

The review consisted of discussions between yourself, Cheryl Dillingham and myself, as well as a review and evaluation of a completed Job Analysis Questionnaire (JAQ) submitted by your Office.

The primary purpose of the new position is to act as an assistant to the County Administrative Officer, or the Assistant County Administrative Officer, with major responsibility for coordinating and managing specialized, diverse and complex projects encompassing county-wide issues and concerns, often involving multiple County departments and/or other governmental or private agencies. Major focus for this position is project delivery.

After review of related job classifications within the County's current classification plan, HR determined that a new proposed job classification would be necessary to appropriately describe the position. As such, HR is recommending the adoption of the new job classification of CAO Project Manager.

Responsibilities for the CAO Project Manager will include managing projects which include high risk, multiple departments, new technologies or programs, have a major financial or operational impact on key business processes, and often involve funding sources from outside the budgetary authority of the County Administrative Office. Projects managed will be predominantly related to information technology, public facilities development and economic development. The incumbent in the position will be required to have a comprehensive knowledge of the principles, practices and methods of administrative, organizational, economic and procedural analysis and planning, as particularly relates to County government, as well as, a high degree of skill in project management, including, analyzing complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, as well as evaluating alternatives and recommending effective courses of action.

Human Resources
Phone 707-476-2349 Fax 707-445-7285
www.co.humboldt.ca.us/hr

Job Hotline
707-445-2357
www.co.humboldt.ca.us/jobs

Risk Management
Phone 707-268-3669 Fax 707-268-2546
www.co.humboldt.ca.us/riskmanager

Attachment 1

If you are in agreement with HR's review and recommendation you will need to prepare a report to the Board of Supervisors with the following specific recommendation:

"That the Board of Supervisors:

- 1) adopt the new job classification of CAO Project Manager (class number, 0198, salary range 479, employee unit 08) into the classification plan, effective immediately; and
- 2) allocate one 1.0 FTE CAO Project Manager (class 0198, salary range 479) position, in budget unit 118, effective _____."

For informational purposes please include a copy of this report, as well as the attached proposed job class description for CAO Project Manager with your report to the Board.

If you have any questions please don't hesitate to contact me.

Attachment: Proposed job class description for CAO Project Manager

Attachment 2

County of Humboldt

CAOProjectManager
August 2014

CAO PROJECT MANAGER

DEFINITION

Under general direction, acts as an assistant to the County Administrative Officer or the Assistant County Administrative Officer with major responsibility for coordinating and managing specialized, diverse and complex projects encompassing County-wide issues and concerns, often involving multiple County departments and/or other governmental or private agencies; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management class within the County Administrative Office with responsibility for managing projects which include high risk, multiple departments, new technologies or programs, have a major financial or operational impact on key business processes, and often involve funding sources from outside the budgetary authority of the County Administrative Office. This position is distinguished from the higher level job class of Deputy County Administrative Officer in that the latter is assigned responsibility for reviewing and coordinating the County-wide budget, providing on-going supervision of staff and acting on behalf of the County Administrative Officer in the absence of the Assistant County Administrative Officer. It is further distinguished from the lower level job class of Senior Administrative Analyst in that the latter has responsibility for budget and policy functions and projects with limited scope that are generally within the budget authority of the County Administrative Office. The CAO Project Manager has considerable latitude for exercising independent judgment and decision making.

EXAMPLES OF DUTIES (Illustrative Only)

- Identifies, develops, implements and manages complex projects predominantly related to information technology, public facilities development and economic development.
- Directs and coordinates project planning and project delivery activities with County departments and other governmental, public and private agencies.

Attachment 2

CAO Project Manager

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- Prepares work plans, budgets and funding recommendations for County-wide projects; conducts financial analysis, develops project budgets and recommends financing methods and plans for assigned projects.
- Monitors and manages project progress, performance, costs and associated vendor contracts; controls project costs.
- Develops systems, procedures, standards and methods for prioritizing and analyzing project selection, including conducting cost benefit analysis.
- Designs strategies and leads collaborative processes to facilitate the productivity of project participants to optimize project results, increase value, reduce waste and maximize efficiencies.
- Develops contract proposal and evaluation criteria and processes for vendor selection.
- Negotiates, prepares and manages contracts and other agreements for the County with a variety of consultants, contractors and vendors; develops methods and procedures for conflict resolution.
- Ensures adherence to laws, regulations, policies, procedures, codes and guidelines relating to assigned projects; provides technical assistance to staff.
- Presents reports to the Board of Supervisors, other governmental agencies, various commissions, community groups and the public.
- Serves on community councils, task forces and advisory groups comprised of elected and other high level officials and community members.
- Serves as project point of contact and provides information to various agencies, community groups and the public and responds in a timely manner to expressed concerns.
- Prepares or directs the preparation of Board agenda items, resolutions, ordinances and County-wide policy documents.
- May provide supervision and work evaluation of assigned staff on a project-specific basis.

QUALIFICATIONS

Knowledge of:

Principles, practices and methods of administrative, organizational, economic and procedural analysis and planning, as particularly relates to County government.

Attachment 2

CAO Project Manager
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Principles and practices of project management, including budget development and administration, goal setting, program development and implementation.

Principles and practices of customer support and service.

Methods and practices of evaluating and implementing large-scale organization technology and information systems.

Applicable laws, rules, regulations and ordinances pertaining to the operations and activities of the County .

Principles of preparing grant applications and proposals, grant administration and monitoring.

Principles and practices of statistical and financial analysis and reporting.

Principles and practices of advanced teambuilding and facilitation.

Skill in:

Analyzing complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and researching sound conclusions; recommending or adopting effective courses of action.

Project management, including developing and implementing goals, objectives, policies, procedures, work standards and internal controls.

Planning, organizing, directing and coordinating a variety of functional specialties toward achieving a common work product.

Collecting, evaluating and interpreting information and data, either in statistical or narrative form.

Preparing clear and concise reports, correspondence and other written materials.

Making effective public presentations.

Interpreting and applying laws, regulations, codes, policies and procedures.

Maintaining accurate records and files.

Coordinating multiple projects and meeting critical deadlines.

Exercising sound independent judgment within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Attachment 2

CAO Project Manager
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Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

The equivalent to graduation from a four-year college or university with major coursework in business or public administration, or a closely related field and five years of professional level experience in public sector management and/or administration, which includes the effective coordination of complex projects and/or programs.

Attachment 3

CAO Project Manager Funding Statement

Estimated salary and benefit costs for FY 2014-15

CAO Project Manager 18 payperiods at E Step \$ 87,889

Information Technology 65% \$ 57,128
Partial funding included in the FY 2014-15 budget for a vacant IT Applications Analyst I/II position and additional salary savings available in extra-help. It is also anticipated that there will be reductions in professional services

Economic Development 25% \$ 21,972
Funds available in salaries due to changes in staffing and unanticipated vacant positions. Long term funding is anticipated to come from a reorganization of staff in the division.

CAO Management & Budget 10% \$ 8,789
Funds available in salaries due to staffing costs being reimbursed for work performed in other divisions due to unanticipated vacancies. Long term funding is anticipated to come from a reorganization of staff in the division.