



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-8**

For the meeting of: April 28, 2015

Date: April 7, 2015  
To: Board of Supervisors  
From: Phillip Smith-Hanes, County Administrative Officer *psH*  
Subject: Adoption of New Classification of IT Systems Supervisor

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approves the adoption of the new classification of IT Systems Supervisor (salary range 446, class 0645, employee unit 09) into the Management and Confidential compensation plan; and
2. Adopts the attached resolution amending the compensation plan for management and confidential employees; and
3. Reallocates one existing vacant IT Systems Administrator I/II (class number 0120, salary range 343/358, position number 02) in budget unit 118, to IT Systems Supervisor (salary range 446, class 0645), effective April 26, 2015.

SOURCE OF FUNDING: Information Technology Internal Service Fund

Prepared by Cheryl Dillingham CAO Approval *Amy Rosen*  
 REVIEW: Auditor *AE* County Counsel \_\_\_\_\_ Human Resources *OF* Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

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

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_  
Meeting of: \_\_\_\_\_

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

Dated: *April 28, 2015*  
By: *[Signature]*  
Kathy Hayes, Clerk of the Board

DISCUSSION:

The Information Technology (IT) division of the County Administrative Office (CAO) has identified a need for a new supervisory position for the IT Technician and IT Systems Administrator classification series. Currently these positions report directly to the IT Division Director which has become inefficient due to workload increases and additional responsibilities. A review of all job classes in the IT division was done in 2006. Since that time there have been significant changes in technology and IT has taken over management of the county's telecommunications systems resulting in a need for a different management structure. The CAO requested that the Human Resources Department do a classification review to evaluate and develop a new supervisor class.

Human Resources has completed a classification review (Attachment 1) and prepared a new position description (Attachment 2). Staff recommends that a currently vacant IT Systems Administrator I/II position be reallocated to the new IT Systems Supervisor. Due to budgetary constraints there are not sufficient funds to allocate an additional position so an existing one needs to be reallocated. Based on a review of work duties the IT Division Director believes that the vacant IT Systems Administrator I/II position can be eliminated to allow for the addition of the new supervisor position. Additionally adoption of a resolution amending the compensation plan is necessary (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. Salary savings from vacant positions in the current fiscal year are sufficient to cover the increased cost of the new position. The full-year cost of the new position at salary range 446, step E, is estimated to be approximately \$111,078 including all benefits. This is an increase of \$34,939 from the existing vacant position that is being reclassified. Allocation of this position is expected to result in better use of staff time and could reduce the use of outside technology vendors.

This action supports your Board's Strategic Framework, Priorities for New Initiatives, by providing core services in ways that safeguard the public trust through managing 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. April 3, 2015, Memorandum from David Gauthier
2. Position Description for IT Systems Supervisor
3. Resolution Amending Compensation Plan for Management and Confidential Employees





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

**Date:** April 3, 2015  
**To:** Phillip Smith-Hanes, County Administrative Officer  
**From:** David Gauthier, Human Resources Analyst II  
**Subject:** Classification development for IT Systems Supervisor

At your request, the Human Resources Department conducted a classification review for the proposed position of IT Systems Supervisor. The review was requested for the purpose of evaluating the appropriateness of the development of a new supervisory class for the IT Technician and IT Administrator classification series.

Currently, the County classification series of IT Technicians and IT Administrators do not include a supervisory level position. Based upon review of the Job Analysis Questionnaire prepared by Jim Storm, IT Division Director, and submitted to the Human Resources office on February 12, 2015, and my subsequent interview with Jim Storm, the Human Resources Department has determined that the development of a new supervisory classification capable of providing work direction over both the County IT Technician and IT Administrator classification series is appropriate.

During the course of the classification study it became evident that a need for a supervisory classification capable of providing supervision and work direction to both IT Technicians and IT Administrators exists. Since merging with the County Administrative Office in 2005, the responsibilities and business needs of the Department of Information Technology have evolved significantly, creating organizational gaps within the hierarchy of IT Technicians and IT Administrators. Upon examining the existing County job classifications with supervisory responsibilities in the field of IT, Human Resources determined that they were inappropriate or inadequate to meet the current supervision needs of the Department of Information Technology. Thus, the development of the new classification IT Systems Supervisor. It was determined that the IT Systems Supervisor classification falls under the Management and Confidential bargaining unit.

You will need to prepare a report to the Board of Supervisors with the following specific recommendations:

“That the Board of Supervisors:

1. Approve the adoption of the new classification of IT Systems Supervisor (salary range 446, class 0645, employee unit 09) into the Management and Confidential compensation plan; and
2. Approve the allocation of a 1.0 FTE IT Systems Supervisor (salary range 446, class 0645) position in budget unit 118

effective the beginning of the bi-weekly pay period following approval.”



Attachment 1

For informational purposes, please include a copy of this report, along with the attached specifications for IT Systems Supervisor, with your report to the Board of Supervisors.

If you have any questions regarding this report please feel free to contact me at 476-2349.

Attachment: Job specification for IT Systems Supervisor.

cc: Cheryl Dillingham  
Jim Storm

IT SYSTEMS SUPERVISOR

DEFINITION

Under general supervision, plans, organizes, directs and administers the operations of County information technology systems. Directs and reviews the work of IT Systems Administrators and IT Technicians; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a working supervisory professional class responsible for providing direction and coordination for the operational and coordination activities of County information technology systems including help desk and technical services, and network and telecommunications support. The incumbent provides direction to other systems administration and technician staff and coordinates IT activities with other staff and county departments.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides direction, training and work review to system administrator and IT technician staff; sets priorities and follows up to ensure completion of assigned work.
- Participates in the hiring of assigned staff, recommends selection for management approval and provides for training and occupational development.
- Oversees monitoring of systems related to network servers and auxiliary devices for performance and security; confers and coordinates with technical support staff and vendors when appropriate.
- Coordinates the installation and maintenance of telecommunications, LAN and WAN networks, computers, and peripherals.
- Evaluates need for telecommunications, network and server repairs; resolves issues using internal staff or contracts with vendor repair technicians.
- Act as lead in disaster recovery operations.
- Confers with and serves as liaison with other County departments, Federal, State and local agencies and organizations; serves on committees and attends local and out-of-area meetings and conferences.



- Participates in the design and procurement of new and replacement computer and telecommunications systems for County departments.
- Researches and evaluates impact of current or pending Federal, State and local legislation on existing or planned use of equipment, software, systems and/or procedures.
- Completes employee performance evaluations; counsels staff and initiates disciplinary or corrective action as necessary.
- Confers with departmental users, identifies training needs and oversees the development and implementation of staff training.
- Monitors industry trends and developments and investigates means for improving system and staff efficiency and effectiveness; confers with technical resources, manufacturers and vendors.
- Assists with the development of the department's budget related to information services; monitors expenditures.
- Reviews current technical information pertaining to the operation of computers, servers, telecommunications and peripheral equipment and software used by the County.
- Leads in the development of documentation for Systems Administration procedures; trains staff in new or revised procedures.
- Performs a variety of special projects as directed.
- Performs after-hours and on-call support for County departments as needed.
- Performs other related duties as required.
- Ensures the timely, accurate and prompt provision of customer service, monitors customer feedback, receives and resolves customer complaints, adjusts practices as needed.

#### QUALIFICATIONS

##### Knowledge of:

Principles, practices and techniques of information and telecommunications systems management, including networks, security platforms, service delivery, system analysis and evaluation.

Administrative principles and methods, including goal setting, capacity and continuity management, employee supervision, team building practices and conflict resolution techniques.

Computer hardware and applications software related to

County wide information technology systems, with a strong emphasis on network infrastructure, operation, and maintenance.

Principles of budgetary administration and control.

Applicable laws and regulations.

Current trends and methods of modern information systems.

Skill in:

Planning, organizing, administering, reviewing and evaluating systems development, programming and computer operations staff and activities.

Selecting and training assigned staff.

Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.

Analyzing complex problems, evaluating alternatives and making sound recommendations.

Interpreting and applying laws, regulations, policies and procedures.

Planning, organizing, administering, reviewing and evaluating systems development, programming and computer operations staff and activities.

Exercising sound independent judgment within general policy guidelines.

Representing the department effectively in meetings with others.

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

Communicating complex technical information in layman terms.

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

Other Requirements:

Must be available to work off-hour shifts and be available on-call as required. Must be able to lift 50 pounds. Must possess a California Driver's License. Must be able to pass a background investigation.

Desirable Education and Experience:

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

Equivalent to graduation from a four-year college or university with major coursework in computer science, information systems or a closely related field, and three years of lead or supervisory experience in a mid-size organization administering a departmental information system.



## **Attachment 3**

Resolution Amending Compensation Plan for Management and Confidential Employees  
Attachment 1 to Exhibit A – Salary Range

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
Certified copy of portion of proceedings, Meeting of April 28, 2015

RESOLUTION NO. 15-46

**RESOLUTION AMENDING RESOLUTION NO. 14-93 (COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED OFFICIALS)**

**WHEREAS**, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

**WHEREAS**, on November 14, 2014, the Board of Supervisors adopted Resolution No. 14-93, providing for the compensation plans for management and confidential employees and for elected and appointed County officials; and

**WHEREAS**, the Board of Supervisors desires to amend Resolution No. 14-93 to establish the salary for certain classifications.


**NOW, THEREFORE**, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Attachment I to Exhibit A of Resolution No. 14-93 is hereby amended by adding the following:

<u>Class Number</u>	<u>Class Title</u>	<u>Salary Range</u> <u>Effective April 26, 2015</u>
0645	IT Systems Supervisor	446

2. This resolution shall become effective upon adoption by the Board of Supervisors and includes the implementation date stated therein.

Dated: April 28, 2015

  
\_\_\_\_\_  
ESTELLE FENNELL, Chair  
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Lovelace, seconded by Supervisor Bass, and the following vote:

AYES: Supervisors Sundberg, Lovelace, Bohn, Fennell, Bass  
NAYS: Supervisors --  
ABSENT: Supervisors --  
ABSTAIN: Supervisors --



**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of April 28, 2015

RESOLUTION NO. 15-46

STATE OF CALIFORNIA    )  
County of Humboldt     )

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



  
\_\_\_\_\_  
By ANA HARTWELL

Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California

Attachment 1

SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 04-26-15
0606	Accountant/Auditor I	385
0606	Accountant/Auditor II	407
0605	Administrative Analyst I	405
0605	Administrative Analyst II	436
0111	Administrative Assistant to the Board of Supervisors	398
0166	Administrative Secretary	349
0775	Administrative Services Manager	438
0776	Administrative Services Officer	413
0102	Administrative Support Manager to the BOS/Clerk of the Board	436
0617	Airport Manager	448
0624	Assistant Agricultural Commissioner/ Sealer Weights and Measures	444
0646	Assistant Auditor-Controller	479
0474	Assistant Chief Probation Officer	479
0408	Assistant Coroner-Public Administrator	433
0601	Assistant County Administrative Officer	558
0109	Assistant County Clerk	416
0603	Assistant County Counsel	560



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MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 04-26-15
0116	Assistant County Recorder	393
0142	Assistant Dir. of Child Support Services	490
0922	Assistant Dir. of Psychiatric Nursing	482
0651	Assistant Director of Human Resources	502
0655	Assistant Director of Library Services	475
0650	Assistant Director - Administration Health & Human Services	555
0649	Assistant Director- Programs Health & Human Services	555
0616	Assistant District Attorney	540
0108	Assistant Payroll/Position Control Manager	383
0625	Assistant Public Defender	536
0677	Assistant Public Guardian	404
0682	Assistant Treasurer & Tax Collector	479
0303	Associate Engineer	470
0117	Budget Specialist	432
0608	Business Manager	432
0198	CAO Project Manager	479
0613	Chief Appraiser	465

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MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9**

<b>CLASS NUMBER</b>	<b>CLASS</b>	<b>SALARY RANGE 04-26-15</b>
0838	Chief Building Official	497
0680	Child Support Special Programs Coord.	414
0942	Clinic Physician (extra help only)	\$116.97/hr
0852	Compliance and Quality Assurance Administrator	469
0437	Correctional Captain	475
0419	Correctional Lieutenant	461
0207	County Surveyor	472
0759	Departmental Information Systems Supervisor	440
0620	Deputy Assessor	472
0618	Deputy Auditor-Controller	479
0931	Deputy Branch Director	517
0115	Deputy Clerk of the Board	368
0599	Deputy County Administrative Officer	514
0600	Deputy County Counsel I	421
0600	Deputy County Counsel II	454
0600	Deputy County Counsel III	487
0600	Deputy County Counsel IV	519
0438	Deputy Director - Sheriff's Administration	479



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MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9**

<b>CLASS NUMBER</b>	<b>CLASS</b>	<b>SALARY RANGE 04-26-15</b>
0554	Deputy Health Officer	\$10,653/mo
0315	Deputy Planning Director	497
0300	Deputy Public Works Director	506
0307	Deputy Public Works Director - Environmental Services	484
0200	Deputy Public Works Director - Facilities Management	492
0301	Deputy Public Works Director - General Services	475
0619	Development Assistance Manager	479
0510	Director of Environmental Health	493
0932	Director of Psychiatric Nursing	493
0508	Director of Public Health Nursing	493
0638	Economic Development Coordinator	459
0634	Economic Development Specialist	436
0119	Elections Manager	438
0193	Emergency Services Manager	418
0699	Employee Relations Officer	473
0851	Employment and Training Manager	483
0202	Equipment Superintendent	433

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**SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9**

<b>CLASS NUMBER</b>	<b>CLASS</b>	<b>SALARY RANGE 04-26-15</b>
0103	Executive Assistant to the CAO	370
0167	Executive Secretary	368
0181	Executive Secretary-Children & Family Commission	368
0253	Facility Maintenance Manager	422
0252	Facility Maintenance Supervisor	389
0184	Fiscal Officer	413
0174	Fiscal Services Supervisor	385
0545	Health & Human Services - Mental Health Branch Director	536
0818	Health & Human Services - Social Services Branch Director	536
0544	Health & Human Services - Public Health Branch Director	536
0814	Health and Human Services - Deputy Director-Employee Services	512
0817	Health and Human Services - Deputy Director-Finance	512
0816	Health and Human Services - Deputy Director-Information Services	512
0840	Health Officer-Medical Director	\$86.09/hr
0645	Housing and Assistance Coordinator	436
0697	Human Resources Analyst - Risk I	408



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SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 04-26-15
0697	Human Resources Analyst - Risk II	436
0684	Human Resources Analyst I	408
0684	Human Resources Analyst II	436
0699	Human Resources Technician I	357
0699	Human Resources Technician II	386
0380	Information Systems Supervisor	440
0417	Investigator	422
0413	Investigator (Code Enforcement)	436
0644	IT Applications Analyst Supervisor	460
0131	IT Division Director	512
0645	IT Systems Supervisor	446
0482	Juvenile Corrections Facility Manager	423
0815	Legal Accounting Specialist	368
0683	Legal Analyst	436
0197A	Legal Office Assistant I	296
0197B	Legal Office Assistant II	316
0134	Legal Office Business Manager	451
0143	Legal Office Services Manager	413

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SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9

CLASS NUMBER	CLASS	SALARY RANGE 04-26-15
0139	Legal Secretary I	327
0139	Legal Secretary II	346
0652	Library Division Manager	452
0902	Medical Director	711
0905	Medical Records Manager	456
0169	Office Assistant I	278
0169	Office Assistant II	299
0186	Office Assistant III	320
0118	Office Services Supervisor	372
0452	Paralegal I	338
0452	Paralegal II	357
0938	Payroll/Personnel Specialist	346
0941	Payroll/Personnel Supervisor	378
0113	Payroll/Position Control Manager	413
0336	Permit Supervisor	442
0151	Personnel Assistant	314
0609	Personnel Technician	357
0937	Physician/Psychiatrist	680

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**SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9**

<b>CLASS NUMBER</b>	<b>CLASS</b>	<b>SALARY RANGE 04-26-15</b>
0930	Physician/Psychiatrist (extra help only)	727
0687	Policy and Legislative Manager (MSS)	469
0475	Probation Division Director	443
0425	Program Coordinator	418
0934	Program Manager	483
0747	Program Manager I	483
0750	Program Manager II	493
0146	Public Education and Information Manager (MSS)	460
0842	Public Guardian	440
0512	Public Health Lab Director	508
0516	Public Health Lab Manager	475
0195	Public Information Specialist	405
0129	Public Works Dispatcher	339
0915	Quality Management Coordinator	456
0620	Real Property Manager	463
0700	Risk Manager	514
0201	Road Superintendent	428
0175	Secretary	333



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MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9**

<b>CLASS NUMBER</b>	<b>CLASS</b>	<b>SALARY RANGE 04-26-15</b>
0605	Senior Administrative Analyst Trainee	377
0605	Senior Administrative Analyst	459
0665	Senior Buyer	370
0598	Senior Deputy County Counsel	534
0123	Senior Fiscal Assistant	351
0539	Senior Health Program Manager	433
0690	Senior Human Resources Analyst - Risk	448
0138	Senior Legal Secretary	368
0110	Senior Office Assistant	346
0685	Senior Payroll/Personnel Specialist	356
0933	Senior Program Manager	493
0394	Senior Staff Services Manager	450
0182	SSB Secretary II (MSS class)	349
0729	Staff Services Analyst I	405
0729	Staff Services Analyst II	436
0396	Staff Services Analyst III	438
0395	Staff Services Manager	440
0612	Supervising Appraiser	443

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SALARY RANGE FOR  
MANAGEMENT AND CONFIDENTIAL CLASSES  
UNITS 8 AND 9

<b>CLASS NUMBER</b>	<b>CLASS</b>	<b>SALARY RANGE 04-26-15</b>
0633	Supervising Assessment Technician	404
0610	Supervising Attorney	536
0614	Supervising Auditor-Appraiser	447
0364	Supervising Child Support Attorney	536
0114	Supervising Legal Secretary	378
0681	Supervising Planner	460
0470	Supervising Probation Officer	423
0674	Supervising Tax-Collector	377
0171	Supervising Treasurer	377
0672	Veterans Service Officer	377