



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-10

For the meeting of: February 7, 2017

Date: January 19, 2017

To: Board of Supervisors

From: Amy S. Nilsen, County Administrative Officer *AN*

Subject: Allocation of Additional Position, Reallocation of Existing Position and Memorandum of Understanding between the Humboldt County Sheriff's Office and Humboldt County Information Technology Division

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of 1.0 Full Time Equivalent (FTE) Information Technology Applications Analyst I/II/III position (class 0622, salary range 429/444/459) in Budget Unit 118, effective at the beginning of the next bi-weekly pay period following approval;
2. Approve the reallocation of the vacant 1.0 FTE Information Technology Systems Administrator I/II (Class 0120, salary range 357/372) position, in Budget Unit 118, to Information Technology Technician I/II (Class 0189, salary range 404/424), effective at the beginning of the next bi-weekly pay period following approval; and
3. Approve and authorize the appropriate county officials to execute the attached Memorandum of Understanding (MOU) between the Sheriff's Office and the Information Technology Division effective from the date of execution through June 30, 2021.

Prepared by Sandy Allsop IT Applications Analyst Supervisor CAO Approval *[Signature]*

REVIEW:

Auditor *[Signature]*

County Counsel *Sm*

Human Resources *[Signature]*

Other *Sheriff's Office*

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 *Fennell*

Ayes *Sundberg, Fennell, Bass, Bohn, Wilson*
Nays
Abstain
Absent

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

Dated: *Feb. 7, 2017*

By: *[Signature]*
Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING: Information Technology and General Fund

DISCUSSION:

In order to accommodate the current information technology requirements of the Sheriff's Office, the Information Technology division of the County Administrative Office seeks authorization to allocate one 1.0 FTE Information Technology Applications Analyst I/II position, and authorization to reallocate a vacant 1.0 FTE Information Technology Systems Administrator I/II to Information Technology Technician I/II at the beginning of the next bi-weekly pay period following approval. Due to the complex and varied technology needs of the Sheriff's Office, one single position will not be able to provide all the required skill sets, so Information Technology and the Sheriff have agreed to split the costs of two positions (twenty hours per week for each position) to meet the needs of the Sheriff's Office. Human Resources has reviewed the attached Classification Review Requests and concurs that the requested positions are the appropriate classifications to perform the required work.

The Sheriff's Office is one of the county's largest and most complex departments, with many existing technology needs, and more to come in the future. The attached Inter-Departmental Memorandum of Understanding (MOU) lists the many information technology systems and devices that are currently supported. Since the 2011 cut backs in personnel in the Information Technology division, the demands for technology within the county, including the Sheriff's Office, have increased and the Information Technology division has struggled to meet these demands. An additional full-time Applications Analyst position combined with the reallocated Technician position will enable the Information Technology division to provide increased support to the Sheriff's Office.

Information Technology will provide monthly supplemental billing reports to the Sheriff, with the yearly totals not to exceed the salary and associated costs for an Applications Analyst II, \$106,034, per the attached MOU through June 30, 2021. Information Technology will cover the remaining costs through annual charges to departments. The new position is being recruited as an Applications Analyst II because a recruitment earlier this year for an Applications Analyst I was unsuccessful.

FINANCIAL IMPACT:

Per the attached MOU, the Information Technology Division agrees to develop, implement and provide increased technical support for the Sheriff Office. The Information Technology Division will select personnel for hire, provide day to day assignments, handle disciplinary matters and provide supervision. One half the cost of salaries, benefits, overtime, on-call hours, transportation, equipment and incidental expenses related to the Application Analyst and Technician positions, including supervision costs, will be provided by the Sheriff's Office, split between budget unit 1100243, Sheriff-Jail and budget unit 1100221, Sheriff's Operations, with the yearly totals not to exceed the salary and benefit costs for an Applications Analyst II, \$106,034. The remaining costs for these two positions will impact the Information Technology budget unit, 3550118, as follows: annual increase of \$7,625 for the difference in salary between the reallocated Systems Administrator I/II position and the Technician I/II position.

Information Technology has salary savings in the current years' budget (due to the unfilled Systems Administrator position) to cover these additional costs.

The requested action conforms to the Board of Supervisors' Core Roles of providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT: Personnel

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not approve funding by the Sheriff's Office for this position. This is not recommended as the Sheriff Office's needs continue to increase and the Information Technology Division is unable to provide the needed services under its current funding/staffing level.

ATTACHMENTS:

Classification Review Request – Information Technology Applications Analyst
Classification Review Request – Information Technology Technician
Inter-Departmental Memorandum of Understanding

RECEIVED

CLASSIFICATION REVIEW REQUEST

OCT 27 2016

PERSONNEL DEPT.

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Personnel prior to the effective date of the new allocation. This form is to be submitted two-sided.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: IT Date: 10/26/16

Division/Unit/Location of new position: IT

Name of contact person: JIM STORM

Position status (check one) Regular ☒ Grant ☐ Other ☐

If position is in a new grant or program, explain the general purpose or function of the program:

Anticipated start date: 1/1/2017 Duration of grant: _____

FTE of new position: 1.0 Budget unit: 118

Name and title of person supervising this position: Sandy Aillsop
IT Applications Analyst Supervisor

Name and title of anyone currently in your department performing the same or similar duties:
Gitesh Patel IT Applications Analyst II

Please list the primary duties of this position on the reverse side.

PERSONNEL USE ONLY

RECOMMENDATION: IT Applications Analyst I/II DATE: 11/2/16

NAME OF ANALYST: Ron Halverson

Personnel notes: Based upon the information provided on this form and my conversation with Jim Storm, Human Resources recommends the appropriate job classification for this position is IT Applications Analyst I/II (class 0622, salary range 425/440). You will need to prepare a report to the Board with the following recommendation: "That the Board of Supervisors

List the primary duties of the proposed position: See attached
summary of duties.

Indicate any required licenses: _____

Add any additional information, which might be useful for this review: _____
See attached memo explaining
IT Request.

Department head signature  Date 10/26/16

PERSONNEL USE ONLY

approve the allocation of one 1.0 FTE IT Applications
Analyst 1/II (class 0622, salary range 425/440)
position in budget unit 118, effective _____."



**County Administrative Office
Information Technology Team**

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OCT 27 2016

DATE: October 26, 2016
TO: Human Resources
FROM: Jim Storm, IT Division Director *JS*
SUBJECT: Position changes due to Sheriff MOU with IT

PERSONNEL DEPT.

The Sheriff office has a need for additional IT work and they have requested one FTE from IT to be funded by the Sheriff office. We are planning to allocate twenty hours of IT tech work (IT Technician I) and twenty hours of IT Application Analyst work (IT Applications Analyst I) to cover their need. We will be processing an MOU to outline the request and plan on providing weekly reports of work provided.

The Sheriff office will cover the expense on .5 FTE of an IT Technician I and .5 FTE of an IT Application Analyst I. We currently have an unfilled IT System Administrator I position and would like to reclassify this position to an IT Technician I. The IT Application analyst is a new allocation. The current unfilled IT System Administrator I position is budgeted and with this allocation, IT will cover the costs of .5 FTE of an IT Technician I and .5 FTE of an IT Application Analyst I.

In summary we would like to reclassify an IT Sys Administrator I to an IT Technician I support position and add an additional IT Application Analyst position. Please call us to discuss in detail or if you have any questions, Jim Storm, 268-3674.

Exhibit A

Summary of Duties

Typical duties of IT Application Analyst

JAIL

- Support Records management system, GTL OMS.
- Provide weekend and after hours on call support.
- Provide custody data analysis for grant and research projects, example, PPIC and DOJ.
- Provide support for ad hoc and standard OMS reports.
- Support Livescan station and system.
- Support Guard1 Plus Timekeeping system.
- Support CalPhoto mugshot process.
- Support eAgent system for access to CLETS and CLEWS
- Support VINES system
- Support Keefe system
- Support Justice Interfaces system
- Support Chef Tech system

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OCT 27 2013

PERSONNEL DEPT.

DISPATCH

- Support eAgent for access to CLETS and CLEWS
- Support Logisys CAD and RMS systems
- Support for Vesta Alert system

SHERIFF

- Support Logisys Mobile Trak and RMS
- Support Evidence on Que
- Support Civil Serve
- Support Animal Shelter Chameleon system
- Support CopLogic
- Website and social media support
- Various other duties as assigned

RECEIVED

CLASSIFICATION REVIEW REQUEST

OCT 27 2016

PERSONNEL DEPT.

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Personnel prior to the effective date of the new allocation. This form is to be submitted two-sided.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: IT Date: 10/26/16

Division/Unit/Location of new position: IT

Name of contact person: JIM STORM

Position status (check one) Regular ☒ Grant ☐ Other ☐

If position is in a new grant or program, explain the general purpose or function of the program:

Anticipated start date: 1/1/2017 Duration of grant: _____

FTE of new position: 1.0 Budget unit: 118

Name and title of person supervising this position: VIF Engert
IT Systems Supervisor

Name and title of anyone currently in your department performing the same or similar duties:

IAN Siebert IT Technician 1

Please list the primary duties of this position on the reverse side.

PERSONNEL USE ONLY

RECOMMENDATION: IT Technician I/II DATE: 11/2/16

NAME OF ANALYST: Ron Halverson

Personnel notes: Based upon the information provided on this form (plus attachments) and my conversation with Jim Storm, HR recommends that the appropriate job classification for this position is IT Technician I/II. You will need to prepare a report to the Board with the following recommendation: "That the Board of

List the primary duties of the proposed position: See attached
summary of duties.

Indicate any required licenses: _____

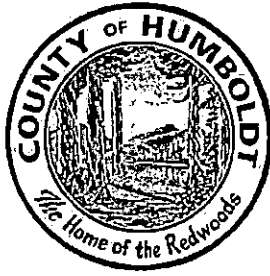
Add any additional information, which might be useful for this review: _____

See Attached MEMO explaining IT Request.

Department head signature JA Date 10/26/16

PERSONNEL USE ONLY

Supervisors approve the reallocation of the vacant
1.0 FTE IT Systems Administrator I/II (class 0120,
salary range 353/368) position, in budget unit
118, to IT Technician I/II (class 0189, salary
range 400/420), effective ____."



County Administrative Office
Information Technology Team

DATE: October 26, 2016

RECEIVED

TO: Human Resources

OCT 27 2016

FROM: Jim Storm, IT Division Director *JS*

PERSONNEL DEPT.

SUBJECT: Position changes due to Sheriff MOU with IT

The Sheriff office has a need for additional IT work and they have requested one FTE from IT to be funded by the Sheriff office. We are planning to allocate twenty hours of IT tech work (IT Technician I) and twenty hours of IT Application Analyst work (IT Applications Analyst I) to cover their need. We will be processing an MOU to outline the request and plan on providing weekly reports of work provided.

The Sheriff office will cover the expense on .5 FTE of an IT Technician I and .5 FTE of an IT Application Analyst I. We currently have an unfilled IT System Administrator I position and would like to reclassify this position to an IT Technician I. The IT Application analyst is a new allocation. The current unfilled IT System Administrator I position is budgeted and with this allocation, IT will cover the costs of .5 FTE of an IT Technician I and .5 FTE of an IT Application Analyst I.

In summary we would like to reclassify an IT Sys Administrator I to an IT Technician I support position and add an additional IT Application Analyst position. Please call us to discuss in detail or if you have any questions, Jim Storm, 268-3674.

Exhibit A

Summary of Duties

Typical duties of IT Technician

JAIL

- Provide weekend and after hours on call support.
- Support Livescan station and system.
- Support Guard1 Plus Timekeeping system.
- Support CalPhoto mugshot process.
- Support eAgent system for access to CLETS and CLEWS
- Support VINES system
- Support Keefe system
- Support Justice Interfaces system
- Provide Sustain installs and configuration support
- PC support, including Deep Freeze
- Phones
- Cameras
- Fax and printers

RECEIVED

OCT 27 2016

PERSONNEL DEPT.

DISPATCH

- Support eAgent for access to CLETS and CLEWS
- Support Logisys CAD and RMS systems installs and updates
- Support for Stancil system
- Support for Vesta Alert system
- Phones
- Paging
- PC support
- Fax and printers

SHERIFF

- Support Logisys Mobile Trak and RMS installs and updates
- Phones
- Printers
- Faxes
- MDTs
- Cameras
- Various other duties as assigned

**INTER-DEPARTMENTAL
MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE HUMBOLDT COUNTY SHERIFF'S OFFICE
AND
THE HUMBOLDT COUNTY ADMINISTRATIVE OFFICE –
INFORMATION TECHNOLOGY DIVISION**

This Inter-Departmental Memorandum of Understanding ("MOU"), entered into this ____ Day of _____, 2017, by and between the Humboldt County Sheriff's Office, hereinafter referred to as "HCSO," and the Humboldt County Administrative Office – Information Technology Division, hereinafter referred to as "HCITD," is made upon the following considerations:

1. HCSO and HCITD hereby agree to collaborate and cooperate to develop, implement and provide increased Information Technology support to the Humboldt County Sheriff's Office ("HCSO").
2. HCITD agrees to take over the supervision of one (1) Full Time Equivalent Information Technology Applications Analyst position and one (1) Full Time Equivalent Information Technology Technician position ("Positions"). HCSO will be assigned a full time IT person forty hours a week, either Applications Analyst or IT Technician as required by the task. These Positions will perform skilled technological support and installation work at HCSO's facilities as assigned by HCITD. Exhibit A – Summary of Duties, which is attached hereto and incorporated herein by reference, summarizes the typical duties of these Positions. For a complete description, see the approved classification specification.
3. Selection of the persons to fill these Positions shall be the responsibility of HCITD, with the collaboration of HCSO. The persons selected to fill the Positions shall be required to successfully pass an oral and/or written exam, possess sufficient formal and/or informal education and experience for successful job performance, possess sufficient strength and stamina required for the Position and possess or obtain appropriate licenses for the Position, including possession of a valid California Driver's License. The Persons selected to fill the Positions must also successfully complete the HCSO background process, including, without limitation, livescan and Voice Stress Analysis exam. If required by the Positions, the persons selected must be able to work evening shifts, standby and overtime as necessary.
4. HCITD time cards will be completed and signed by the HCITD Director or designee thereof.
5. HCSO agrees to maintain funds in Information Technology Budget Unit 118 to split the cost of the salary, benefits, workers' compensation insurance and any approved overtime and/or callback, transportation, and incidental expenses incurred for these Positions. Fund transfers shall be journaled to HCITD from HCSO on a monthly basis through the normal project transfer expense process at HCITD. At the end of each fiscal year, HCITD will submit a final journal to HCSO for any remaining expenses incurred in relation to these Positions.
6. Schedule, time off, and overtime will be determined by the HCITD Director or designee thereof.
7. HCSO agrees to provide the persons assigned to these Positions with the appropriate and necessary training to carry out the duties and responsibilities of the Positions.
8. These Positions are permanently stationed in HCITD. Day-to-day assignments will be coordinated between HCITD and HCSO. The on-site supervision at HCSO facilities shall be done by HCSO or designee thereof.

9. These Positions are subject to any and all laws, policies, rules and regulations related to the safe and secure performance of duties in HCSO facilities. Any violation of the applicable laws, policies, rules or regulations by the persons selected to fill the positions may result in the temporary or permanent revocation of his or her access to HCSO facilities.
10. Any disciplinary matters related to these Positions will be handled by the HCITD Director or designee thereof.
11. This MOU will be reviewed annually and may be modified only upon the written agreement of the Sheriff and HCITD Director. Any increase in staffing levels under this MOU shall require approval of the Humboldt County Board of Supervisors.
12. The term of this MOU shall begin upon execution and shall remain in full force and effect until June 30, 2017. This MOU shall be automatically renewed for additional periods of one (1) year, unless sooner terminated as provided herein.
13. Either Party may terminate this MOU, upon thirty (30) days advance written notice, without cause or upon the occurrence of any of the following events:
 - 13.1) Non-delivery of the services set forth herein;
 - 13.2) Work performance of employee is unacceptable and below work standards; or
 - 13.3) Funding for the Position by HCSO becomes unavailable.
14. In the event either department wishes to terminate this MOU, the Positions will not be reallocated to HCSO.
15. The parties agree to make their best efforts to resolve disputes that occur under this MOU by good faith discussion whenever possible. If either party believes that a violation of this MOU has occurred, or is occurring, or is not satisfied that a dispute between the parties has been resolved, either party may request to meet and confer with the County Administrative Officer and the other party.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties hereto have entered into this MOU as of the date first written above.

HUMBOLDT COUNTY SHERIFF'S OFFICE:

Michael T. Downey, Sheriff
(Pursuant to the authority delegated by the Humboldt
County Board of Supervisors on _____)

Date

HUMBOLDT COUNTY INFORMATION TECHNOLOGY DIVISION:

Jim Storm, Information Technology Division Director
(Pursuant to the authority delegated by the Humboldt
County Board of Supervisors on _____)

Date

HUMBOLDT COUNTY DEPARTMENT OF HUMAN RESOURCES:

Dan Fulks, Director
(Pursuant to the authority delegated by the Humboldt
County Board of Supervisors on _____)

Date

EXHIBIT A
Summary of Duties

Typical duties of IT Applications Analyst (Illustrative Only):

JAIL

- Support Records management system, GTL OMS.
- Provide custody data analysis for grant and research projects, example, PPIC and DOJ.
- Provide support for ad hoc and standard OMS reports.
- Support Livescan station and system.
- Support Guard1 Plus Timekeeping system.
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- Support VINES system
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- Support Justice Interfaces system
- Provide Sustain installs and configuration support
- Support Chef Tech system
- PC support, including Deep Freeze
- Phones
- Cameras
- Fax and printers

DISPATCH

- Support eAgent for access to CLETS and CLEWS
- Support Logisys CAD and RMS systems
- Support for Stancil system
- Support for Vesta Alert system
- Phones
- Paging
- PC support
- Fax and printers

SHERIFF

- Support Logisys Mobile Trak and RMS
- Support Evidence on Que
- Support Civil Serve
- Support Animal Shelter Chameleon system
- Support CopLogic
- Phones
- Printers and Faxes
- PC and network support
- Tablet PCs
- Cameras
- Website and social media support
- Performs related duties as required.