

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Civil Service Commission
By: Nancy Nittler, Personnel Director
Date: May 09, 2006
Subject: Reclassification recommendation from the Civil Service Commission affecting one position of Administrative Technician to the classification of Information Technology Technician I/II for the Health and Human Services Department.

ACTION REQUESTED

Approve the attached ordinance regarding reclassification recommendations from the Civil Service Commission affecting one position of Administrative Technician to the classification of Information Technology Technician I/II for the Health and Human Services Department.

HEALTH AND HUMAN SERVICES DEPARTMENT

The Civil Service Commission approved:

- 1) the reclassification of one Administrative Technician position, Grade 76 (\$3,107.88 - \$3,777.68 monthly) to the classification of Information Technology Technician I/II, Grade 88/100 (\$3,426.44 - \$4,164.89 / \$3,777.68 - \$4,591.84 monthly); and
- 2) the non-competitive promotion of the incumbent pursuant to Chapter 3, Section 3.08.480.

Basis for Recommendation

At the request of the Department of Health and Human Services (HHS), the Personnel Department in conjunction with the Information Technology Classification Review Panel conducted a classification review of the Administrative Technician position assigned to the HHS Help Desk operations.

The Review Panel reviewed this position and the documentation related to the duties assigned to this position including the materials submitted by HHS as well as the Position Inventory Questionnaire (PIQ) completed by the incumbent.

During the panel's meeting, an opportunity was provided for the panel to meet with the HHS Director of Administration and the incumbent. After consideration of the materials provided, including the PIQ, organizational chart, and classification specification, the panel determined that the duties being performed are those ascribed to the classification of Information Technology Technician I/II.

FISCAL IMPACT

The Health and Human Services Department will be required to absorb any cost impact within their current budget to implement the changes approved by the Civil

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Service Commission. The reclassification of an Administration Technician to an Information Technology Technician I/II is approximately \$4,327 in annual salary and benefit costs that are funded this fiscal year by a vacant Senior Technology Solutions Analyst position. This reclassification is the result of a review and recommendation by the I/T Review Panel. This recommendation will result in an increase in salary to the incumbent employee of approximately \$262 for the balance of the 2005/2006 fiscal year and approximately \$2,267 on an annual basis. This increase in the current fiscal year will be funded by the four-month vacancy of a Senior Technology Solutions Analyst position and in future years will be part of the requested budget.

RECOMMENDATION

It is recommended that your Board approve the attached ordinance amending Placer County Code, Chapter 3, section 3.12.010, Appendix 1.

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Addendum A – Excerpts from the Civil Service Commission Meeting

Health and Human Services Department

Reclassification – Administrative Technician to the classification of Information Technology Technician I/II

These duties include, but are not limited to:

- Provide end-user support to HHS users via Helpdesk
 - User ID creation
 - Password changes
 - System lockouts
 - Frozen computers/blue-screens
 - General hardware/software trouble-shooting
 - User education/training
 - Open, review and close trouble tickets
- Image and configure new and old workstations and laptops for deployment
- Install peripheral devices such as digital cameras, printers, scanners
- Provide support for hardware, software and account management issues
- Assist and train users on use of workstations and related software
- Manage inventory and record-keeping of hardware, software and supplies

Based on the information presented, the Personnel Department supports the request of HHS to reclassify one Administrative Technician position to the Information Technology Technician I/II classification. It has been determined that the incumbent meets the minimum qualifications and has satisfactorily performed these duties for a continuous period of not less than one year.

This request has been reviewed and is supported by the County Executive Office and the Placer Public Employees Organization.

Attached for the Commission's information and consideration are copies of the Department's request, the completed position inventory questionnaire, an organizational chart, and the classification specification.

Before the Board Of Supervisors County of Placer, State of California

In the matter of: An ordinance amending Placer County Code, Chapter 3, Section 3.12.010, Appendix 1, relating to the department of Health and Human Services

Ordinance No.: _____

First Reading: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA,
DOES HEREBY ORDAIN AS FOLLOWS:**

That Placer County Code, Chapter 3, Section 3.12.010, Appendix 1, is hereby amended as indicated on the attached: (Additions to ordinance shown in bold/underline, deletions shown with strike-through.)

Effective the first day of the pay period thirty days after the second reading.

Chapter 3, Section 3.12.010, Appendix 1:
Health and Human Services

(a) Health & Human Services Administration and MIS

Administrative Technician	4
Information Technology Technician I/II	<u>7 8</u>

