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December 15, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS: INFORMATION TECHNOLOGY OCCUPATIONAL STUDY (PHASE II), DEPARTMENT OF HEALTH SERVICES, DEPARTMENT OF CHILD SUPPORT, INTERNAL SERVICES DEPARTMENT AND OTHER IT RELATED CLASSIFICATION ACTIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)

SUBJECT

This letter will update the County Classification Plan to further implement the findings of Phase II of the Countywide Information Technology (IT) Occupational Study within the departments of Health Services (DHS), Child Support Services (CSS), and Internal Services (ISD); and provide appropriate organization and position-classification structures in these departments.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance, amending Title 6, Salaries, of the County Code, to reclassify 15 IT positions in Martin Luther King, Jr. Multi-service Ambulatory Care Center (MACC) as part of Health Services' ongoing reorganization of their department-wide information technology function; reclassify 13 positions in CSS based on a reorganization of their IT division following the federally-mandated conversion to a new statewide child support case management and information system; and reclassify 31 positions in ISD as part of the implementation of Phase II of the Countywide IT Occupational Study.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These reclassification recommendations will ensure the proper classification and compensation of positions to recognize the technological changes in countywide IT operations and in the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment A). This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the newly-revised County Strategic Plan, Operational Effectiveness Goal, enhancing the quality of central support services by improving the quality of the workforce, achieving departmental operational needs, and maintaining consistency in personnel practices throughout the County.

Countywide Information Technology Occupational Study – Phase II

Phase II of the Countywide IT Occupational Study covers the classification and allocation of supervisory and management IT positions. During the past two years, your Board has approved the creation of nine (9) IT management and supervisory classifications along with four (4) "principal" level IT classifications that reflect current-day information technology practices of public and private sector organizations.

DHS Martin Luther King Jr. (MLK) Information Services Division Reorganization

A reorganization of the central IT Bureau in DHS Health Service Administration (HSA) was initiated in late 2008 and the resulting classification actions were reported out on a flow basis to your Board in three Board letters, dated February 10, April 7 and September 8, 2009. We are continuing with this phased approach as we implement Phase II findings in the IT organizations in the various facilities of DHS. In restructuring the IT functions at each facility we are establishing appropriate organization and position-classification structures and integrating the IT work at the facilities with the work of the central IT Bureau in HSA. These actions will facilitate the recruitment and retention of technical skilled staff, and reduce reliance upon contract agency personnel.

Specifically at MLK, we reviewed a total of 30 IT positions of which 15 are being recommended for reclassification in this letter (Attachment A, Table I). Please note that this IT reorganization will not result in any increase in the number of budgeted positions nor in net County cost.

Child Support Services – Information Technology Bureau Reorganization

Over the past year the Department has converted to the new statewide child support case management and information system, which has resulted in changes in State funding and staffing levels. This letter recommends actions that will provide the appropriate classification structure for the remaining IT-related positions within the new Technology and Analysis Division of the CSS department; as well as implement Phase II of the Countywide Information Technology Restructuring Project (Attachment A, Table II).

Internal Services Department

As noted above, Phase II of the study included the establishment of four new principal-level IT classes. In this letter, 31 Principal Application Developer positions in ISD's Information Technology Service are being reclassified to these new principal-level IT classes which more specifically reflect the duties and responsibilities assigned to these jobs (Attachment A, Table III).

In addition, we are amending the staffing provision for ISD to correct a posting error from an earlier reclassification ordinance adopted by your Board on September 15, 2009. Specifically one Senior Information Technology Technical Support Analyst position is being deleted and one Senior Information Systems Support Analyst is being added to the staffing ordinance to reflect the appropriate position reclassification.

FISCAL IMPACT/FINANCING

The projected budgeted cost for the 59 budgeted positions that will be reclassified is estimated to total $253,409 (all funds). Specifically, the budgeted cost for DHS is $111,609 and for CSS is $35,710. For ISD, there is an increase in budgeted cost of $106,090 and a net County cost of $4,244. Cost increases associated with the upward reclassification actions will be absorbed within your Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:WGL
SJM:SHC:KP:ra

Attachment

c: Interim Director of Personnel
Executive Officer, Board of Supervisors
Acting County Counsel
Auditor-Controller
Affected Departments

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ATTACHMENT A

RECOMMENDED RECLASSIFICATIONS FOR INFORMATION TECHNOLOGY POSITIONS
(All positions are non-represented unless otherwise indicated)

I. REORGANIZATION OF DHS MARTIN LUTHER KING, JR. MACC INFORMATION SERVICES DIVISION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Associate Hospital Administrator II (N23 S12)	1	Information Technology Manager II (N23 S12)
2	Information Systems Analyst II — *Represented* (NM 92B)	1 1	Information Technology Supervisor (NM 104H) Senior Application Developer — *Represented* (NM 97B)
1	Information Systems Manager I (NM 109H)	1	Information Technology Manager I (N23 S11)
3	Information Systems Supervisor I (NM 99E)	1 1 1	Principal Application Developer (NM 103E) Senior Information Systems Analyst (NM 99E) Senior Network Systems Administrator — *Represented* (NM 97F)
2	Information Technology Technical Support Analyst I — *Represented* (NM 83F)	2	Information Technology Technical Support Analyst II — *Represented* (NM 87F)
2	Senior Information Systems Analyst (NM 99E)	1 1	Principal Operating Systems Analyst (NM 104H) Senior Network Systems Administrator — *Represented* (NM 97F)
2	Senior Information Technology Technical Support Analyst — *Represented* (NM 91F)	1 1	Information Systems Analyst II — *Represented* (NM 92B) Network Systems Administrator II — *Represented* (NM 93F)
2	Senior Network Systems Administrator — *Represented* (NM 97F)	1 1	Information Technology Supervisor (NM 104H) Principal Information Systems Analyst (NM 103H)
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II. CHILD SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Application Developer II (N2M 92C) — *Represented*	1	Principal Network Systems Administrator (NM 103H)
1	Assistant Data Processing Manager (NM 106J)	1	Information Technology Manager I (N23 S11)
1	Data Processing Manager (NM 111E)	1	Information Technology Manager II (N23 S12)
4	Information Systems Analyst II — *Represented* (NM 92B)	4	Senior Information Technology Technical Support Analyst — *Represented* (NM 91F)
2	Information Systems Supervisor I (NM 99E)	1 1	Information Technology Technical Support Supervisor (NM 95F) Senior Information Systems Analyst (NM 99E)
1	Information Systems Supervisor II (NM 104B)	1	Information Technology Manager I (N23 S11)
1	Principal Application Developer (NM 103E)	1	Database Administrator (NM 104H)
1	Programming Supervisor II (NM 103E)	1	Information Technology Supervisor (NM 104H)
1	Senior Information Systems Analyst (NM 99E)	1	Information Technology Supervisor (NM 104H)
13			

III. INTERNAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
31	Principal Application Developer (NM 103E)	16	Database Administrator (NM 104H)
		2	Principal Information Systems Analyst (NM 103H)
		3	Principal Network Systems Administrator (NM 103H)
		10	Principal Operating Systems Analyst (NM 104H)
31			

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Child Support, Health Services, and Internal Services.

ROBERT E. KALUNIAN
Acting County Counsel

By: _____
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Services Division

HSM:js

Requested: 11/12/09
Revised: 11/12/09

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in three (3) departments to implement the findings of the Countywide Information Technology (IT) Occupational Study.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.55.010 (Child Support Services Department) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~2613A~~	~~1~~	~~ASST DATA PROCESSING MANAGER~~
~~2614A~~	~~1~~	~~DATA PROCESSING MANAGER~~
~~2595A~~	~~2~~	~~INFORMATION SYSTEMS SUPERVISOR I~~
~~2596A~~	~~1~~	~~INFORMATION SYSTEMS SUPERVISOR II~~
~~2530A~~	~~1~~	~~PROGRAMMING SUPERVISOR II~~

SECTION 2. Section 6.55.010 (Child Support Services Department) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2620A	1	DATABASE ADMINISTRATOR
2548A	1	IT TECHNICAL SUPPORT SUPERVISOR
2565A	2	INFORMATION TECHNOLOGY MANAGER I
2571A	1	INFORMATION TECHNOLOGY MANAGER II
2598A	2	INFORMATION TECHNOLOGY SUPERVISOR
2561A	1	PRINCIPAL NETWORK SYSTEMS ADMIN

SECTION 3. Section 6.55.010 (Child Support Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2521A	~~3~~	2	APPLICATION DEVELOPER II
2591A	~~7~~	3	INFORMATION SYSTEMS ANALYST II
2526A	~~7~~	6	PRINCIPAL APPLICATION DEVELOPER
2547A	~~3~~	7	SENIOR IT TECHNICAL SUPPORT ANALYST

SECTION 4. Section 6.78.075 (Department of Health Services – Southwest cluster) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~8075A~~	~~1~~	~~ASSOCIATE HOSPITAL ADMINISTRATOR II~~
~~2573A~~	~~1~~	~~INFORMATION SYSTEMS MANAGER I~~
~~2595A~~	~~3~~	~~INFORMATION SYSTEMS SUPERVISOR I~~
~~2545A~~	~~2~~	~~IT TECHNICAL SUPPORT ANALYST I~~

SECTION 5. Section 6.78.075 (Department of Health Services – Southwest cluster) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2565A	1	INFORMATION TECHNOLOGY MANAGER I
2571A	1	INFORMATION TECHNOLOGY MANAGER II
2598A	2	INFORMATION TECHNOLOGY SUPERVISOR
2526A	1	PRINCIPAL APPLICATION DEVELOPER
2594A	1	PRINCIPAL INFO SYSTEMS ANALYST
2552A	1	PRINCIPAL OPERATING SYSTEMS ANALYST
2525A	1	SENIOR APPLICATION DEVELOPER

SECTION 6. Section 6.78.075 (Department of Health Services – Southwest cluster) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2591A	~~8~~	7	INFORMATION SYSTEMS ANALYST II
2546A	~~3~~	5	IT TECHNICAL SUPPORT ANALYST II
2559A	~~4~~	5	NETWORK SYSTEMS ADMINISTRATOR II
2593A	~~10~~	9	SENIOR INFORMATION SYSTEMS ANALYST
2547A	~~3~~	1	SENIOR IT TECHNICAL SUPPORT ANALYST

SECTION 7. Section 6.81.010 (Internal Services Department) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2620A	16	DATABASE ADMINISTRATOR
2594A	2	PRINCIPAL INFO SYSTEMS ANALYST

SECTION 8. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2526A	~~102~~	71	PRINCIPAL APPLICATION DEVELOPER
2561A	~~3~~	6	PRINCIPAL NETWORK SYSTEMS ADMIN
2552A	~~1~~	11	PRINCIPAL OPERATING SYSTEMS ANALYST
2536A	~~10~~	11	SENIOR INFO SYSTEMS SUPPORT ANALYST
2547A	~~51~~	50	SENIOR IT TECHNICAL SUPPORT ANALYST

SECTION 9. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[ITRECLASSDEC09KPCEO]