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CHIEF EXECUTIVE OFFICE
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Chief Executive Officer

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ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

14 January 18, 2011

SACHI A. HAMAI
EXECUTIVE OFFICER

January 18, 2011

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
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by reclassifying positions in various County departments and by further implementing the findings of the Countywide Information Technology (IT) Occupational Study.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance, amending Title 6, Salaries, of the County Code to reclassify 52 positions in the Departments of Health Services and Mental Health as part of the ongoing implementation of the Countywide IT Occupational Study and to implement the recommendation of a single position classification study in the Internal Services Department.

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 and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachments A and B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

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

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. Previously, 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. As Phase II is implemented, lower level information technology related positions are reviewed and are reclassified where appropriate.

Health Services – Office of Managed Care

We are continuing with a phased approach as we implement Phase II findings in the various facilities and agencies within Health Services. In restructuring these IT functions, we are establishing appropriate organization structures of budgeted positions to facilitate the integration of IT work throughout Health Services. These actions also assist with the recruitment and retention of technical skilled staff and reduce reliance upon contract agency personnel. Specifically, at the Office of Managed Care we reviewed a total of 37 IT positions, of which 15 are being recommended for reclassification in this letter (Attachment A).

Mental Heath

As part of the continuing implementation of Phase II of the Countywide IT Study, the existing budgeted positions in Mental Health's Chief Information Office Bureau (CIOB) were reviewed for appropriateness of classification. Based on this review, a new organizational structure was approved and 37 positions are being recommended for reclassification in this letter (Attachment A).

Internal Services

Based upon a single position study conducted at the request of the Internal Services Department, we recommend that one (1) information technology related position be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of this position have changed since the original allocations were made. The position would be more appropriately classified to the recommended class.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are consistent with the Human Resources Transformation Strategic Initiative project.

FISCAL IMPACT/FINANCING

The projected budgeted costs for the 53 positions that will be reclassified are estimated to total $348,914 (all funds). Net County cost is estimated to be $1,056. Cost increases associated with the upward reclassification actions will be absorbed within the 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 notifications have been made 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:SJM
SC:KP:ra

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
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)

HEALTH SERVICES – OFFICE OF MANAGED CARE

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Information Systems Analyst I Item No. 2590A — *Represented* (NM 89F)	1 1	Information Technology Technical Support Analyst II Item No. 2546A — *Represented* (NM 87F) Senior Information Technology Aide Item No. 2585A — *Represented* (NM 77F)
4	Information Systems Analyst II Item No. 2591A — *Represented* (NM 92B)	2 2	Application Developer II Item No. 2521A — *Represented* (N2M 92C) Senior Application Developer Item No. 2525A — *Represented* (NM 97B)
1	Information Systems Analyst Aid Item No. 2588A — *Represented* (NM 82L)	1	Senior Information Technology Aide Item No. 2585A — *Represented* (NM 77F)
1	Information Systems Supervisor I Item No. 2595A (NM 99E)	1	Principal Information Systems Analyst Item No. 2594A (NM 103H)
2	Information Systems Supervisor II Item No. 2596A (NM 104B)	1 1	Information Technology Manager I Item No. 2565A (N23 S11) Information Technology Manager II Item No. 2571A (N23 S12)
1	Network Systems Administrator II Item No. 2559A — *Represented* (NM 93F)	1	Senior Information Technology Technical Support Analyst Item No. 2547A — *Represented* (NM 91F)
2	Senior Information Systems Analyst Item No. 2593A (NM 99E)	1 1	Principal Application Developer Item No. 2526A (NM 103E) Principal Information Systems Analyst Item No. 2594A (NM 103H)

HEALTH SERVICES – OFFICE OF MANAGED CARE (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Network Systems Administrator Item No. 2560A — *Represented* (NM 97F)	1	Information Technology Technical Support Supervisor Item No. 2548A (NM 95F)
1	Staff Analyst, Health Item No. 4593A (NM 96D)	1	Departmental Information Security Officer I Item No. 2611A (NM 103E)
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MENTAL HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Analyst Aid Item No. 2588A — *Represented* (NM 82L)	1	Information Systems Analyst II Item No. 2591A — *Represented* (NM 92B)
3	Information Systems Analyst II Item No. 2591A — *Represented* (NM 92B)	3	Application Developer II Item No. 2521A — *Represented* (N2M 92C)
5	Information Systems Supervisor I Item No. 2595A (NM 99E)	1 1 1 2	Information Technology Supervisor Item No. 2598A (NM 104H) Information Technology Technical Support Supervisor Item No. 2548A (NM 95F) Principal Application Developer Item No. 2526A (NM 103E) Senior Information Systems Analyst Item No. 2593A (NM 99E)
3	Information Systems Supervisor II Item No. 2596A (NM 104B)	1 2	Information Technology Manager I Item No. 2565A (N23 S11) Principal Information Systems Analyst Item No. 2594A (NM 103H)

MENTAL HEALTH (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Information Systems Supervisor III Item No. 2597A (NM 106J)	2 1	Information Technology Manager I Item No. 2565A (N23 S11) Principal Information Systems Analyst Item No. 2594A (NM 103H)
1	Information Technology Supervisor Item No. 2598A (NM 104H)	1	Principal Information Systems Analyst Item No. 2594A (NM 103H)
3	Intermediate Typist-Clerk Item No. 2214A — *Represented* (NMV 62K)	1 2	Information Technology Aide Item No. 2584A — *Represented* (NM 71F) Senior Information Technology Aide Item No. 2585A — *Represented* (NM 77F)
2	Principal Application Developer Item No. 2526A (NM 103E)	1 1	Database Administrator Item No. 2620A (NM 104H) Principal Information Systems Analyst Item No. 2594A (NM 103H)
1	Research Analyst III, Behavior Sciences Item No. 8973A — *Represented* (N3M 90F)	1	Information Systems Analyst II Item No. 2591A — *Represented* (NM 92B)
1	Senior Data Conversion Equipment Operator Item No. 2674A — *Represented* (NMV 68E)	1	Information Systems Analyst I Item No. 2590A — *Represented* (NM 89F)
6	Senior Information Systems Analyst Item No. 2593A (NM 99E)	1 5	Information Technology Technical Support Supervisor Item No. 2548A (NM 95F) Principal Information Systems Analyst Item No. 2594A (NM 103H)

MENTAL HEALTH (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Senior Information Technology Aide Item No. 2585A — *Represented* (NM 77F)	1 1 1	Application Developer II Item No. 2521A — *Represented* (N2M 92C) Information Systems Analyst II Item No. 2591A — *Represented* (NM 92B) Information Technology Technical Support Analyst I Item No. 2545A — *Represented* (NM 83F)
1	Senior Information Technology Technical Support Analyst Item No. 2547A — *Represented* (NM 91F)	1	Information Technology Technical Support Supervisor Item No. 2548A (NM 95F)
3	Senior Network Systems Administrator Item No. 2560A — *Represented* (NM 97F)	3	Senior Information Systems Analyst Item No. 2593A (NM 99E)
1	Senior Operating Systems Analyst Item No. 2551A — *Represented* (NM 100C)	1	Information Technology Manager I Item No. 2565A (N23 S11)
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ATTACHMENT B

INTERNAL SERVICES DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Supervising Digital Systems Technician Item No. 6529 F $7,008.16 Represented	Principal Network Systems Administrator Item No. 2561 (NM 103H) Non-Represented

This position reports to a Section Manager, Information Technology, ISD. The Supervising Digital Systems Technician is a class responsible for providing administrative and technical supervision to a section of Digital Systems Technicians. Due to a departmental information technology reorganization, the position was transferred to the Network Operations Center section where it currently provides technical and administrative supervision to network system administrator positions.

The specific functions being performed are best described by the allocation criteria of the Principal Network Systems Administrator, a class which functions as a lead for complex network systems administration projects and may supervise lower level Network Systems Administrators and other technical staff. Therefore, we are recommending upward reclassification to a Principal Network Systems Administrator.