County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
http://ceo.lacounty.gov

WILLIAM T FUJIOKA
Chief Executive Officer

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ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

15 August 16, 2011

SACHI A. HAMAI
EXECUTIVE OFFICER

August 16, 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 (PHASE II AND III) AND OTHER INFORMATION TECHNOLOGY RELATED CLASSIFICATION ACTIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by implementing the findings of the Countywide Information Technology (IT) Occupational Study and related IT classification studies, and by making a technical correction.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance, amending Title 6, Salaries, of the County Code to reclassify two (2) positions in the Department of Beaches and Harbors, two (2) positions in the Board of Supervisors, 27 positions in the Department of Health Services (DHS), and one (1) position in the Internal Services Department (ISD) as part of the ongoing implementation of the Countywide IT Occupational Study; to implement results of IT related classification studies in the departments of Chief Information Office, DHS, and Public Library; and to make a technical correction.

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, B, and C). 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 (Attachment A). Previously, your Board has approved the creation of nine IT management and supervisory classifications along with four "principal" level IT classifications that reflect current-day IT practices of public and private sector organizations. As Phase II is implemented, lower level IT related positions are reviewed and reclassified where appropriate.

We are continuing with a phased approach as we implement Phase II findings throughout the County. In addition to a reorganization at DHS – Rancho Los Amigos National Rehabilitation Center, we are also recommending Phase II related reclassifications in the Departments of Beaches and Harbors, Board of Supervisor's Executive Office and DHS – LAC+USC Healthcare Network.

Countywide Information Technology Occupational Study – Phase III

Phase III of the Countywide IT Occupational Study will initially cover the classification and allocation of non-supervisory and supervisory IT telecommunications and engineering related positions (Attachment B). As this study progresses, other IT positions related to computer operations support and IT Security will be included. Implementation of this portion of the IT Occupational Study will be in a phased approach as we review, in conjunction with the Chief Information Office, telecommunication, engineering, IT security and computer operations support functions assigned to classifications in various County departments.

Other Information Technology Related Classification Actions

We are recommending three (3) other IT related classification actions in the Departments of Chief Information Office, DHS – Administration, and Public Library, which resulted from the changing business needs of each department (Attachment C).

Technical Correction

We are amending the ISD staffing provision to correct a posting error from an earlier reclassification adopted by your Board on April 26, 2011. One (1) Principal Network Systems Administrator was inadvertently omitted and we are making the necessary adjustment. As such, in Section 14 of the attached ordinance we are recommending the addition of one (1) Principal Network Systems Administrator item to the ISD staffing provision.

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 in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

FISCAL IMPACT/FINANCING

The projected budgeted costs for the 35 positions that will be reclassified are estimated to total $150,288 (all funds). Net County cost is estimated to be $28,509. 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 the proper compensation of positions.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:EFS
SJM:SC:KP:ra

Attachments (3)

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

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ATTACHMENT A

COUNTYWIDE INFORMATION TECHNOLOGY OCCUPATIONAL STUDY – PHASE II

BEACHES AND HARBORS – BEACHES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Supervisor II Item No. 2596A NM 104B Non-Represented	1	Information Technology Supervisor Item No. 2598A NM 104H Non-Represented
1	Application Developer II Item No. 2521A N2M 92C Represented	1	Network Systems Administrator II Item No. 2559A NM 93F Represented

We are continuing to review all IT management and supervisory positions within County departments to complete the implementation of Phase II of the IT Restructuring project and therefore recommend reclassifying the position of Information Systems Supervisor II (a classification which has been targeted for elimination) to the position of Information Technology Supervisor. In addition, we are recommending the reclassification of an Application Developer II to a Network Systems Administrator II (NSA II). This position provides support to the department's network and server systems including network security, minor network configuration and capacity planning and input to ISD for network design. The classification standards of the NSA II provide the appropriate knowledge, skills and abilities for the responsibilities assigned to the subject position.

COUNTYWIDE INFORMATION TECHNOLOGY OCCUPATIONAL STUDY – PHASE II

BOARD OF SUPERVISORS, EXECUTIVE OFFICE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Information Resource Specialist, BOS Item No. 1112A NM 103E Non-Represented	1	Principal Application Developer Item No. 2526A NM 103E Non-Represented
1	Senior Network Systems Administrator Item No. 2560A NM 97F Represented	1	Database Administrator Item No. 2620A NM 104H Non-Represented

We are recommending that two positions allocated in the Application Development Section within the Information Resource Management Division be reclassified to classifications created during Phase II of the Countywide IT Occupational Study. The first position is currently allocated as a Senior Information Resource Specialist, Board of Supervisors, and functions as a subject matter expert and lead for major and specialized application development projects. We are recommending that this position be reclassified to the level of Principal Application Developer. The second position is currently allocated at the level of Senior Network Systems Administrator, and is responsible for all phases of database development, including design, performance tuning, implementation, and ongoing maintenance and support. We recommend that this position be reclassified to the level of Database Administrator. These recommended classifications provide the appropriate knowledge, skills and abilities for the responsibilities assigned to the subject positions and will aid in the recruitment and retention of staff.

COUNTYWIDE INFORMATION TECHNOLOGY OCCUPATIONAL STUDY – PHASE II

HEALTH SERVICES – LAC+USC HEALTHCARE NETWORK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented	1	Principal Application Developer Item No. 2526A NM 103E Non-Represented

We are amending our previous allocation of a Principal Information Systems Analyst approved by your Board on August 10, 2010. Upon further review, we determined that the subject position provides technical supervision to both County and contract IT professionals who are required to have programming knowledge and experience. Therefore, we are recommending a reallocation to Principal Application Developer, a class with the requisite knowledge, skills, and abilities to provide this technical supervision.

COUNTYWIDE INFORMATION TECHNOLOGY OCCUPATIONAL STUDY – PHASE II

HEALTH SERVICES – RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

No of Pos.	Present Classification	No of Pos.	Classification Findings
9	Information Systems Analyst II Item No. 2591A NM 92B Represented	3	Application Developer II Item No. 2521A N2M 92C Represented
		1	Departmental Information Security Officer I Item No. 2611A NM 103E Non-Represented
		1	Senior Application Developer Item No. 2525A NM 97B Represented
		3	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
		1	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented
3	Information Systems Manager I Item No. 2573A NM 109H Non-Represented	1	Information Technology Specialist I Item No. 2569A NM 109H Non-Represented
		2	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
1	Information Systems Supervisor I Item No. 2595A NM 99E Non-Represented	1	Principal Application Developer Item No. 2526A NM 103E Non-Represented

COUNTYWIDE INFORMATION TECHNOLOGY OCCUPATIONAL STUDY – PHASE II

HEALTH SERVICES – RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Information Systems Supervisor II Item No. 2596A NM 104B Non-Represented	1	Information Technology Supervisor Item No. 2598A NM 104H Non-Represented
		2	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
1	Network Systems Administrator II Item No. 2559A NM 93F Represented	1	Senior Network Systems Administrator Item No. 2560A NM 97F Represented
2	Principal Application Developer Item No. 2526A NM 103E Non-Represented	2	Information Technology Supervisor Item No. 2598A NM 104H Non-Represented
5	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented	1	Database Administrator Item No. 2620A NM 104H Non-Represented
		2	Information Technology Technical Support Supervisor Item No. 2548A NM 95F Non-Represented
		1	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
		1	Senior Application Developer Item No. 2525A NM 97B Represented
1	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented	1	Network Systems Administrator II Item No. 2559A NM 93F Represented

COUNTYWIDE INFORMATION TECHNOLOGY OCCUPATIONAL STUDY – PHASE II

HEALTH SERVICES – RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Network Systems Administrator Item No. 2560A NM 97F Represented	1	Principal Network Systems Administrator Item No. 2561A NM 103H Non-Represented
26			

We are continuing with a phased approach as we implement Phase II findings in the various facilities and agencies within DHS. In restructuring these IT functions, we are establishing appropriate organization structures and making individual position allocations to facilitate the integration of IT work throughout DHS. These actions also assist with the recruitment and retention of technically skilled staff and reduce reliance upon contract agency personnel. Specifically, we reviewed a total of 56 IT positions at Rancho Los Amigos National Rehabilitation Center, of which 26 are being recommended for reclassification in this letter. The remaining 30 positions were deemed appropriately classified and require no change.

ATTACHMENT B

COUNTYWIDE INFORMATION TECHNOLOGY OCCUPATIONAL STUDY – PHASE III

INTERNAL SERVICES DEPARTMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Digital Systems Technician Item No. 6527A Flat monthly $6,094.04 Represented	1	Senior Digital Systems Technician Item No. 6526A Flat monthly $6,398.77 Represented

We are recommending the reclassification of a Digital Systems Technician to a Senior Digital Systems Technician. This position is functioning as a technical lead within the work group and the responsibilities assigned to this position have expanded to include site visits, performing job walks, and attending meetings with customers, engineers and project managers. These responsibilities are associated with the Senior level classification which provides "lead supervision to a crew of digital systems technicians."

ATTACHMENT C

OTHER INFORMATION TECHNOLOGY POSITIONS RECOMMENDED RECLASSIFICATIONS

CHIEF INFORMATION OFFICE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Chief Information Security Officer Item No. 2566A N23 R14 Non-Represented	1	Chief Information Security Officer (UC) Item No. 2582A N23 R14 Non-Represented

The classification of Chief Information Security Officer (UC) was established as the unclassified counterpart to the classified Chief Information Security Officer item. Since the classified position has been vacated, we are recommending the reclassification of this position to provide the department with an appropriate unclassified position. The classified position (Item No. 2566A) will be deleted from the County Classification Plan in accordance with our continued efforts to remove obsolete and/or duplicative classifications.

HEALTH SERVICES – ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Technology Specialist II Item No. 2570A NM 114K Non-Represented	1	Senior Information Technology Manager (new title) Item No. 2619A N23 S14 Non-Represented

We are recommending, in conjunction with the Chief Information Office, the reclassification of an Information Technology Specialist II to Senior Information Technology Manager (new title) classification. Los Angeles County is the second largest public health system in the nation and this position is responsible for administering all phases of the Health Services Electronic Health Record (EHR) project through planning, organizing, assigning and evaluating the work of professional IT staff and consultants. The EHR must meet all clinical, administrative and legal standards and when fully implemented, will support the transformation of healthcare delivery in Los Angeles County. The breadth of this position's responsibilities is well beyond the classification standards established for the currently allocated position and is comparable to the Senior Information Technology Manager which is responsible for "... management of projects/programs unique in complexity, size of budget and scope with far-reaching impact to County residents and program funding sources."

ATTACHMENT C

OTHER INFORMATION TECHNOLOGY POSITIONS
RECOMMENDED RECLASSIFICATIONS

PUBLIC LIBRARY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Network Systems Administrator Item No. 2560A NM 97F Represented	1	Principal Network Systems Administrator Item No. 2561A NM 103H Non-Represented

We are recommending the reclassification of a Senior Network Systems Administrator position to a Principal Network Systems Administrator. The function of this position has changed since it was originally allocated and the incumbent currently leads a group of technical personnel that supports the network and server infrastructure of the department which includes 89 facilities, four bookmobiles and almost 3000 business and public access desktop computers. The scope of the duties and responsibilities assigned to this position are associated with Principal level which provides "technical leadership for the comprehensive support of complex network and server operating system environments."