

<h2 style="margin: 0;">COUNTY OF SONOMA</h2> <h3 style="margin: 0;">AGENDA ITEM SUMMARY REPORT</h3>			Clerk of the Board Use Only Meeting Date Held Until ___/___/___ ___/___/___ Agenda Item No: Agenda Item No: _____ _____
Department: Human Resources			() 4/5 Vote Required
Contact: Sonja Rhoades	Phone: (707) 565-2318	Board Date: June 16, 2009	Deadline for Board Action:
<p>Agenda Short Title: Miscellaneous Classification and Compensation Changes</p> <p>Requested Board Action: Concurrent Resolution adopting the new classifications of Business Systems Analyst and Senior Business Systems Analyst, and authorizing a Letter of Understanding between the County and SEIU, Local 1021, establishing the salaries for Business Systems Analyst and Senior Business Systems Analyst, effective June 16, 2009.</p> <p>Concurrent Resolution adopting the new classification of Deputy Fair Manager and amending the Salary Resolution 95-0926, Salary Table, Administrative Management, to incorporate the job classification and establish the salary of Deputy Fair Manager, effective June 16, 2009.</p>			
CURRENT FISCAL YEAR FINANCIAL IMPACT			
<u>Expenditures</u>		<u>Add'l Funds Requiring Board Approval</u>	
Estimated Cost	\$ 0	Contingencies (Fund Name:)	\$
Amount Budgeted	\$	Unanticipated Revenue (Source:)	\$
Other Avail Approp (Explain below)	\$ _____	Other Transfer(s) (Source:)	\$ _____
Additional Requested:	\$ 0	Add'l Funds Requested:	\$
<p>Explanation (if required): ISD - ISD plans to interchangeably utilize the Programmer Analyst and Business Systems Analyst series classes as vacancies occur; therefore, there are no additional allocations or costs associated with this item. Fairgrounds - this item establishes the class and salary only and the Fairgrounds will bring a subsequent item forward to allocate the new position and will detail any costs at that time.</p>			
<p>Prior Board Action(s): On February 10, 2009 the Board of Supervisors approved the Fairgrounds' Reorganization Plan including the new class concept of Deputy Fair Manager.</p>			
<p>Alternatives – Results of Non-Approval: The new classifications adopted by the Civil Service Commission would not take place and the class concept previously approved by the Board will not be established.</p>			

Background:

Information System Department:

New Classifications of Business Systems Analyst and Senior Business Systems Analyst

The Information Systems Department (ISD) requested the creation of a new series of Business Systems Analyst (Business Systems Analyst and Senior Business Systems Analyst) to function in a liaison capacity between department end-users and technical staff in ISD. The focus of the Business Systems Analyst series is to support ISD clients in the updating or replacing of department technology and acting as a liaison between the client department and ISD to ensure that third party systems can integrate with current technology, and to coordinate the installation, customization, and testing of these products. The Business Systems Analyst and Senior Business Systems Analyst will conduct a business process and needs analysis, make technology recommendations for improving systems and provide cost analysis, develop system requirements, assist the department with request for proposal or identification of suitable third party software products, communicate with ISD staff to ensure product integration, and coordinate the installation, customization and testing.

Business Systems Analyst is a journey-level class working on moderately complex systems, and works with oversight and supervision. Senior Business Systems Analyst is the advanced journey-level class working on the most complex systems and with greater autonomy. The job class series of Programmer Analyst and the Business Systems Analyst series will be interchangeable classifications. With each vacancy, the department will assess the needs of customers and request to allocate the vacancy to either the Programmer Analyst or Business Systems Analyst series. This will provide flexibility for the department to meet the business needs of its clients. At their February 15, 2007 meeting, the Civil Service Commission adopted the new class specifications for Business Systems Analyst and Senior Business Systems Analyst.

Human Resources conducted research and analyzed salary market data and found insufficient data for a salary basis; however, Human Resources did find a direct tie in salaries between equivalent levels of Programmer Analyst and Business Systems Analyst classes in the data that was available. Human Resources recommends the new salaries of the Business System Analyst series be tied to the Programmer Analyst series. Human Resources recommends the Business Systems Analyst salary be set at \$6,773/Mo. I-step, and the salary of Senior Business Systems Analyst be set at \$8,099/Mo. I-step. This establishes internal equity between the Programmer Analyst and Business Systems Analyst series and is consistent with the practices of other counties.

In accordance with Government Code 3500 et seq., SEIU Local 1021 and the County met and

Attachments: Resolutions, Attachment A, Attachment B, Letter of Understanding

On File With Clerk: **Related** Civil Service Commission Report, Job Class Specifications

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote:

Background (continued):

conferred on the matter of salaries for Business Systems Analyst and Senior Business Systems Analyst which resulted in an agreement which sets the salary ranges as recommended by Human Resources.

Cost: The ongoing annualized salary for Business Systems Analyst is estimated to be \$85,629, and the ongoing annualized salary for Senior Business Systems Analyst is estimated to be \$102,416. There are no additional costs or position allocation changes requested with this recommendation. As stated above, ISD will determine business needs as vacancies occur and work with the County Administrator to request allocation changes as needed.

Sonoma County Fair and Exposition, Inc.:
New Classification of Deputy Fair Manager

On February 10, 2009 the Board of Supervisors approved the Fairgrounds' Reorganization Plan, including the concept description of the new classification of Deputy Fair Manager. The plan included deleting an existing Assistant Fair Manager allocation, effective April 1, 2009, and indicated adding a management allocation of Deputy Fair Manager once the classification and salary was established.

The new Deputy Fair Manager position will provide management oversight to several divisions within the Department and allow the Fair Manager to focus on broader strategic goals, processes, results and accomplishments. The position will be responsible for daily operation of the Fairgrounds, managing interim activities and events, and administering department policies and objectives. The position will also be required to work a schedule of Wednesday through Sunday in order to be present during the majority of the revenue generating events of the Fairgrounds.

Due to the lack of market and comparison data, Human Resources staff looked at internal job classifications for internal equity. The highest salaried management position that this new classification will supervise is the Premium and Exhibit Coordinator which has a salary of \$7,423/Mo. I-step.

Human Resources recommends setting the salary at \$8,538/Mo. I-step, which is 15% above the Premium and Exhibit Coordinator, based on the increased scope of work, and knowledge and experience required of the Deputy Fair Manager. The Human Resources Director and County Administrator concur with this recommendation.

Cost: The ongoing, annualized salary cost is estimated to be \$102,456. This action establishes the class and salary only and the Fairgrounds will bring a subsequent item forward to allocate the new position and will detail any costs at that time.

This recommendation is presented directly to the Board because the Sonoma Fair and Exposition, Inc. positions are outside the jurisdiction of the Civil Service Commission pursuant to the County's Civil Service Ordinance.

Recommendation:

The recommendations before your Board, if approved, take the following actions:

- 1.) Adopt the new classifications of Business Systems Analyst and Senior Business Systems Analyst, and authorize a Letter of Understanding between the County and SEIU, Local 1021, establishing the salaries for Business Systems Analyst and Senior Business Systems Analyst, effective June 16, 2009. (Attachment A)
- 2.) Amend the Salary Resolution 95-0926, Salary Tables, Administrative Management, and establish the new classification and salary of Deputy Fair Manager, effective June 16, 2009. (Attachment B)