

**COUNTY OF SACRAMENTO  
CALIFORNIA**

BDL #4

For the Agenda of:  
April 9, 2019

To: Board of Supervisors

Through: Navdeep S. Gill, County Executive

From: David Devine, Director, Department of Personnel Services

Subject: Approve Recommendations Of The Information Technology Phase II Class Study, Including Abolishment Of Eight Existing Classes; Retitling Of Six Existing Classes; Establishment Of Five New Classes; Reallocate 201.8 FTE; And Grant Status To Study Incumbents (SRA No. 2019-092B)

District(s): All

**RECOMMENDED ACTION**

Approve and adopt recommendations of the Information Technology Class Study Phase II as approved by the Civil Service Commission on November 17<sup>th</sup> and December 1<sup>st</sup>, 2017, February 16<sup>th</sup>, 2018, and February 15<sup>th</sup>, 2019; and approve the attached Salary Resolution Amendment (SRA No. 2019-092B) to:

1. Abolish the classes of Telecommunications Systems Analyst II, Telecommunications Systems Analyst I, Telecommunications Systems Assistant, Information Technology Analyst Level I/II, Information Technology Analyst Level I/II (Confidential), Information Technology Analyst Trainee, Information Technology Technician Trainee, and Business Systems Assistant.
2. Retitle the classes of Information Technology Supervisor to Supervising Information Technology Systems Support Specialist, Senior Information Technology Technician to Information Technology Technician III, Information Technology Customer Support Specialist Level I/II to Information Technology Systems Support Specialist Level I/II, Senior Business Systems Analyst to Information Technology Business Systems Analyst III, Business Systems Analyst Level I/II to Information Technology Business Systems Analyst Level I/II, and Senior Geographic Information Systems Technician to Geographic Information Systems Technician III.

Approve Recommendations Of The Information Technology Phase II Class Study, Including Abolishment Of Eight Existing Classes; Retitling Of Six Existing Classes; Establishment Of Five New Classes; Reallocate 201.8 FTE; And Grant Status To Study Incumbents (SRA No. 2019-092B)  
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3. Revise the classes of Information Technology Technician Level I/II, Geographic Information Systems Analyst Level I/II, and Geographic Information Systems Technician Level I/II.
4. Establish the new classes of:
  - a. Information Technology Infrastructure Analyst III with an entry step/salary range of 4/5037
  - b. Information Technology Applications Analyst III with an entry step/salary range of 4/5037
  - c. Information Technology Infrastructure Analyst Level I with an entry step/salary range of 4/4279
  - d. Information Technology Infrastructure Analyst Level II with an entry step/salary range of 4/4752
  - e. Information Technology Applications Analyst Level I with an entry step/salary range of 4/4279
  - f. Information Technology Applications Analyst Level II with an entry step/salary range of 4/4752
  - g. Geographic Information Systems Analyst III with an entry step/salary range of 4/5037
5. Approve the increased salary range for the classes of:
  - a. Information Technology Business Systems Analyst III to the entry step/salary range of 4/5037
  - b. Information Technology Business Systems Analyst Level II to the entry step/salary range of 4/4752
6. Reallocate 201.8 FTE Information Technology Analyst Level I/II positions to 73.8 FTE Information Technology Applications Analyst Level I/II, 25.0 FTE Information Technology Business Systems Analyst Level I/II, and 103.0 FTE Information Technology Infrastructure Analyst Level I/II.

## **BACKGROUND**

The Information Technology Phase II class study was presented in an informational session to the Civil Service Commission on November 3<sup>rd</sup>, 2017. Subsequent meeting dates were held and action taken as follows:

- November 17<sup>th</sup>, 2017 (Unanimous approval of Commissioners present, Commissioners Johnson and Purdy were absent) and February 16<sup>th</sup>, 2018 (Unanimous approval of Commissioners present, Commissioner Nelson was absent)
  - Approved abolishing the classes of:
    - Telecommunications Systems Analyst II
    - Telecommunications Systems Analyst I
    - Telecommunications Systems Assistant
    - Information Technology Analyst Level I/II

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- Information Technology Analyst Trainee
- Information Technology Technician Trainee
- Business Systems Assistant
- Retitling the classes of:
  - Information Technology Supervisor to Supervising Information Technology Systems Support Specialist
  - Senior Information Technology Technician to Information Technology Technician III
  - Information Technology Customer Support Specialist Level I/II to Information Technology Systems Support Specialist Level I/II
  - Senior Business Systems Analyst to Information Technology Business Systems Analyst III
  - Business Systems Analyst Level I/II to Information Technology Business Systems Analyst Level I/II
  - Senior Geographic Information Systems Technician to Geographic Information Systems Technician III
- Establishing the new classes of:
  - Information Technology Infrastructure Analyst III
  - Information Technology Applications Analyst III
  - Information Technology Infrastructure Analyst Level I/II
  - Information Technology Applications Analyst Level I/II
  - Geographic Information Systems Analyst III
- Revising the classes of:
  - Information Technology Technician Level I/II
  - Geographic Information Systems Analyst Level I/II
  - Geographic Information Systems Technician Level I/II
- December 1<sup>st</sup>, 2017 (Unanimous approval, all Commissioners present)
  - Approved granting of status to incumbents into the classes of Information Technology Infrastructure Analyst Level I/II, Information Technology Applications Analyst Level I/II, and Information Technology Business Systems Analyst Level I/II. Since that date, some of the incumbents have been promoted to other positions or are no longer employed by the County; therefore, only 177 of those incumbents remain on the current allocation list.

Approve Recommendations Of The Information Technology Phase II Class Study, Including Abolishment Of Eight Existing Classes; Retitling Of Six Existing Classes; Establishment Of Five New Classes; Reallocate 201.8 FTE; And Grant Status To Study Incumbents (SRA No. 2019-092B)  
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- February 15<sup>th</sup>, 2019 (Unanimous approval of Commissioners present, Commissioner Johnson was absent)
  - Approved granting of status to incumbents into the classes of Information Technology Infrastructure Analyst Level I/II, Information Technology Applications Analyst Level I/II, and Information Technology Business Systems Analyst Level I/II. Since that date, one of the incumbents is no longer employed by the County; therefore, only 25 of those incumbents remain on the current allocation list.

The class study was conducted at the request of the Department of Technology (DTech).

During the last several years, for reasons of financial economy and increasing operational efficiency, the County has consolidated and centralized its information technology (IT) services. The changes recommended in this study will better support the County's IT business needs and contribute to maintaining the County's class plan.

Due to the size of the study, the County hired CPS HR Consulting to conduct the study in two phases. Phase I began in October of 2014 and was completed in September 2015; Phase II began in April of 2015. A portion of the study which included all classes represented by the Sacramento County Management Association (SCMA) was approved by the Board of Supervisors on April 10, 2018. The primary purpose of the class study was to create a functional and clear organizational structure for IT functions within the County.

The current IT classes are ambiguous and difficult to effectively manage, and do not provide a clear career path or reflect the current methods and standards for IT work in the County. Recommendations include abolishment of or revisions to existing classes, as well as creation of new classes, to create a functional and clear organizational structure for IT functions in the County. In addition, allocation recommendations have been made to place all incumbents into the appropriate area of expertise within the new classes.

Labor Relations designated the new classes of IT Applications Analyst III, IT Infrastructure Analyst III, and Geographic Information Systems Analyst III, to United Public Employees, Local 792 (UPEC). The County and UPEC met and conferred and came to agreement considering the salary for the new classes, and a slight increase to the existing/retitled classes of IT Business

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Systems Analyst Level II and IT Business Systems Analyst III. There are no other salary changes associated with the classes in this study.

### **CONFLICT OF INTEREST**

Addition and deletion of these positions will not result in changes to the conflict of interest code and the position is not subject to conflict of interest disclosure.

### **FINANCIAL ANALYSIS**

The recommended changes will result in an annual cost increase of \$15,709 (\$12,659 salary and \$4,022 benefits) for DTech. The increased cost will be absorbed in the DTech's Fiscal Year 2018-19 Adopted Budget.

#### Attachments:

ATT 1 – Civil Service Commission Confirmations

ATT 2 – Proposed New Class Specifications

ATT 3 – Proposed Revised Class Specifications

ATT 4 – Allocation List

ATT 5 – Salary Exhibit For New Classes and IT Business Systems Analyst I/II

ATT 6 – SRA No. 2019-092B Add Delete Sheet



## Civil Service Commission


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## County of Sacramento

## Commissioners

Michael Johnson, Chair  
 Patricia Macht, Vice Chair  
 Bruce Nelson  
 Gordon Purdy  
 Ron Suter

**TO:** David Devine, Director, Department of Personnel Services

**FROM:** Alice Dowdin Calvillo, Executive Officer  


**DATE:** November 20, 2017

**SUBJECT:** **FINAL CONFIRMATION** – approved revisions to the Sacramento County Classification Plan resulting from the IT Phase II class study.

This will confirm that at its November 17, 2017 meeting, the Civil Service Commission (Commission) took the following official actions to revise the Sacramento County Classification Plan (Plan):

**A) Revised the following classes (including changes to the minimum qualifications):**

Information Technology (IT) Supervisor; Senior IT Technician; IT Customer Support Specialist; IT Technician I/II; Senior Business Systems Analyst; Business Systems Analyst I/II; Geographic Information Systems (GIS) Analyst I/II; Senior GIS Technician; and GIS Technician I/II

**B) Designated the following classes as "Hold":**

Principal IT Analyst; Senior IT Analyst; Principal Business Systems Analyst; Senior GIS Analyst; and Senior Telecommunications Systems Analyst

**C) Abolished the following classes:**

IT Analyst Level I/II; IT Analyst Trainee; IT Technician Trainee; Business Systems Manager; Business Systems Assistant; Telecommunications Systems Analyst II; Telecommunications Systems Analyst I; and Telecommunications Systems Assistant

**D) Established the following new classes:**

Supervising IT Analyst; IT Applications Analyst I/II; IT Applications Analyst III; IT Infrastructure Analyst I/II; IT Infrastructure Analyst III; and GIS Analyst III

**E) Abolished the eligibility lists for:** IT Analyst Trainee; IT Analyst Level I/II; and Senior IT Analyst


**F) Referred all changes to the Plan to the Board of Supervisors for review and approval.**

Although Commissioners also discussed granting status to incumbents as recommended by the Department Personnel Services, it elected to continue its review/consideration of this matter to the December 1, 2017 meeting.


Please notify me when the revisions to the Plan are scheduled for approval by the Board of Supervisors.

Thank you. If you have any questions, please contact me at [dowdincalvillosa@saccounty.net](mailto:dowdincalvillosa@saccounty.net) or at 874-5586.

*Cc: David Devine; Rami Zakaria; Carla Honey; Rebecca Stuckert; Karen Farrel; Classification; DPS Payroll Managers; DPSE-Cert; DPS Position Control; Judy Burr; Ly Le; Candace Mabra; and Kathleen West; SCMA; SCAPA; Teamsters; UPE; and UPEC*

<p><b>Civil Service Commission</b></p> <p>700 H Street, Ste. 2640 Sacramento, CA 95814 phone (916) 874-5586 fax (916) 854-9236 DowdinCalvilloA@SacCounty.net</p>	  <b>County of Sacramento</b>	<p><b>Commissioners</b></p> <p>Michael Johnson, Chair Patricia Macht, Vice Chair Bruce Nelson Gordon Purdy Ron Suter</p>
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**TO:** David Devine, Director, Department of Personnel Services

**FROM:** Alice Dowdin Calvillo, Executive Officer  


**DATE:** December 5, 2017

**SUBJECT:** **FINAL CONFIRMATION** – Granting Status to Incumbents as a result of the IT Phase II class study.

This will confirm that at its December 1, 2017 meeting, the Civil Service Commission (Commission) took the following official actions pursuant to the IT Phase II class study:

- 1) *Granted permanent status to the following 225 permanent status incumbents pursuant to Civil Service Rule (Rule) 2.6(b):*
  - 62 incumbents from the IT Analyst I/II class to the IT Applications Analyst I/II class (see Attachment B of the Department of Personnel Services report dated November 20 as revised on November 30, 2017 (DPS Report));
  - 90 incumbents from IT Analyst I/II class to the IT Infrastructure Analyst I/II class (see Attachment D of the DPS report);
  - 18 incumbents from IT Analyst I/II class to the IT Business Systems Analyst I/II class (see Attachment C of the DPS report); and
  - 53 incumbents from the Senior IT Analyst, one incumbent in the Principal Business Systems Analyst, and one incumbent in the Senior GIS Analyst classes into the Supervising IT Analyst class (see Attachment F of the DPS Report).
- 2) *Granted probationary status to the following 24 probationary status incumbents pursuant to Rule 2.6(c):*
  - 10 incumbents from the IT Analyst I/II class to the IT Applications Analyst I/II class (see Attachment B of the DPS report);



- Eight (8) incumbents from IT Analyst I/II class to the IT Infrastructure Analyst I/II class (see Attachment D of the DPS report);
  - One (1) incumbent from IT Analyst I/II class to the IT Business Systems Analyst I/II class (see Attachment C of the DPS report);
  - Four (4) incumbents from the Senior IT Analyst, class into the Supervising IT Analyst class (see Attachment F of the DPS Report); and
- 3) *Granted status to the following three (3) permanent and one (1) probationary incumbents pursuant to Rule 2.6 (c):*
- Mr. Jain Harish from IT Analyst II to IT Applications Analyst II – permanent status;
  - Mr. Guy Robinson from IT Analyst II to Applications Analyst II– probationary status;
  - Mr. Joseph Berliner from IT Analyst II to IT Infrastructure Analyst II – permanent status; and
  - Mr. James Scott from IT Analyst II to IT Infrastructure Analyst II – permanent status.

Thank you. If you have any questions, please contact me at [dowdincalvillosa@saccounty.net](mailto:dowdincalvillosa@saccounty.net) or at 874-5586.

*Cc: Rami Zakaria; Carla Honey; Rebecca Stuckert; Karen Farrel; Classification; DPS Payroll Managers; DPSE-Cert; DPS Position Control; Judy Burr; Ly Le; Candace Mabra; and Kathleen West; SCMA; SCAPA; Teamsters; UPE; and UPEC*


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**TO:** David Devine, Director, Department of Personnel Services

**FROM:** Alice Dowdin Calvillo, Executive Officer  


**DATE:** February 16, 2018

**SUBJECT:** **FINAL CONFIRMATION** – approved revisions to the Sacramento County Classification Plan revising the minimum qualifications for Information Technology (IT) Technician level classes.

This will confirm that at its February 16, 2018 meeting, the Civil Service Commission (Commission) took the following official actions:

- 1) Approved your proposed revisions (dated January 23, 2018) to the Classification Plan revising the minimum qualifications for the following IT technician level classes to correct an unintended consequence when they were last revised in November 2017: IT Technician I/II; IT Technician III; IT Systems Support Specialist I/II; Supervising IT Systems Support Specialist; Geographic Information Systems (GIS) Technician I/II; and GIS Technician III; and
- 2) Referred the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval.

**Please notify me when this is scheduled for approval by the Board of Supervisors.**

Thank you. If you have any questions, please contact this office at 874-5586.

*Cc: David Devine; Rami Zakaria; Carla Honey; Rebecca Stuckert; Cressy Oneto; Karen Farrel; Classification; DPS Payroll Managers; DPSE-Cert; DPS Position Control; Judy Burr; Ly Le; Candace Mabra; Kathleen West; Teamsters Local 150; UPE; and UPEC*

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**TO:** David Devine, Director, Department of Personnel Services (DPS)

**FROM:** Alice Dowdin Calvillo, Executive Officer  
*Alice Dowdin Calvillo*

**DATE:** February 15, 2019

**SUBJECT:** Grant status to incumbents within the following new classes: Information Technology (IT) Applications Analyst I/II; IT Infrastructure Analyst I/II; and Business Systems; and Abolish the following eligible lists: IT Customer Support Specialist I/II and the Geographic Information Systems Analyst I/II as consistent with the 2017 IT Phase II class study

This will confirm that at is February 15, 2019 meeting, the Civil Service Commission (Commission) took the following official actions as it relates to the 2017 IT Phase II class study:

After finding that the criteria in Civil Service Rule 2.6 (c) has been met, Commission granted probationary status to the 26 probationary incumbents as recommended by DPS in their January 25, 2019 report as follows:

- 1) Ten incumbents holding probationary status in the IT Analyst Level I/II into the new class of IT Applications Analyst Level I/II;
- 2) Eight incumbents holding probationary status in the IT Analyst Level I/II into the new class of IT Infrastructure Analyst Level I/II; and
- 3) Eight incumbents holding probationary status in the IT Analyst Level I/II into the new class of IT Business Systems Analyst Level I/II.

In addition, the Commission abolished the following eligible lists as recommended by DPS:

- 1) IT Customer Support Specialist Level I/II; and
- 2) Geographic Information Systems Analyst Level I/II.

**Please notify me when this is scheduled for approval by the Board of Supervisors.**

Thank you. If you have any questions, please contact me at 874-5586 or [dowdincalvilloa@saccounty.net](mailto:dowdincalvilloa@saccounty.net).