

DEPARTMENT: Administration BY: John W. McCamman PHONE: 966-4744

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes No x)

Resolution amending the allocation list by reclassifying the position of Programmer/Analyst (Range 201-217) to Technical Services Director (Range 209-225)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors determined during the budget process to review the appropriate classification of the Programmer/Analyst position, which was created in March 1991 as the first professional data processing position for the County.

Since the position was created, the following differences from the current job description have been noted:

- 1. The position operates completely independently from day to day supervision;
2. The position prepares meaningful recommendations to the Administrative Officer and the Board of Supervisors, as well as operating departments concerning technical issues, including radio, telephone and computer needs;
3. The position coordinates major system acquisitions, software analysis, development and tailoring;
4. The position negotiates agreements for purchase of software, including departmental needs analysis through software design, contract analysis, and supervision of contractor efforts.

Based upon the broader responsibility assumed by the incumbent, staff has reviewed and recommends a rewrite of the job description to incorporate changes in actual activity.

The recommended salary level reflects this broader responsibility, placing this position between the Senior Civil Engineer, who is directly supervised, and the Deputy District Attorney, who operates at a high skill level but is supervised.

Table with 3 columns: Range, Current Salary Midpoint, Recommended Salary Midpoint, Difference. Values: Range 201-217, \$37,956; Range 209-225.5, \$41,304; Difference, \$ 3,348.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. Adopt this resolution;
2. Do not adopt the resolution; the programmer/analyst may be working out of class;
3. Develop changes in the recommended classification and/or salary and adopt with changes.

COSTS: () Not Applicable. Table with 2 columns: Item, Amount. Rows: A. Budgeted current FY (\$ 37,956), B. Total anticipated costs (\$ 41,304), C. Required additional funding (\$ 3,348), D. Internal transfers (\$).

SOURCE: () 4/5ths Vote Required. Table with 2 columns: Item, Amount. Rows: A. Unanticipated revenues (\$), B. Reserve for contingencies (\$), C. Source description: Balance in Reserve for Contingencies, if approved: \$.

SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively. Includes blank lines for input.

CLERK'S USE ONLY: Res. No.: 92-608, Ord. No., Vote - Ayes, Noes, Absent, Approved, Denied, Minute Order Attached, No Action Necessary.

ADMINISTRATIVE OFFICER'S RECOMMENDATION: This item on agenda as: Recommended, Not Recommended, For Policy Determination, Submitted with Comment, Returned for Further Action. Includes signature and comment line.

The foregoing instrument is a correct copy of the original on file in this office.

Date: ATTEST: MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California By:

MARIPOSA COUNTY

JOB TITLE: TECHNICAL SERVICES DIRECTOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general policy direction of the Administrative Officer, plans, organizes and conducts activities related to the County computer, radio, telephone, and related technical systems; reviews, evaluates, and prioritizes departmental service requests and prospective levels of service; and performs related duties as required. This single position class serves as the head of technical services which include data processing, radio, telephone, and related aspects of county government. This position is responsible for management, financial administration, program activities, and procedural and policy issues as they relate to the operation of centralized computer services, departmental service requests, and coordination of the technical systems of the County. Work is performed with a maximum amount of independence within established policies and procedures as set forth by the Board of Supervisors, the Administrative Officer, and other relevant laws, ordinances and regulations.

SUPERVISOR: This position reports to and is appointed by the Administrative Officer

TYPICAL DUTIES:

- Advises the Board of Supervisors, Administrative Officer, and department heads as appropriate on all policy, administrative, and technical systems; recommends data processing, telephone, radio, and related equipment, personnel and supply requirements to accomplish effective processing of information.
- Consults with and advises department heads regarding the feasibility and cost effectiveness of placing department functions on data processing equipment.
- Directs staff in the development and operation of centralized data processing systems and applications; confers with subordinates regarding priorities and technical problems; and makes final decisions regarding technical matters dealing with the application of new tasks to the various computer systems of the County.
- Conducts in-service training programs for key County personnel to ensure a unified approach to data processing.

MARIPOSA: TECHNICAL SERVICES DIRECTOR

TYPICAL DUTIES: (Cont'd):

- Directs the preparation of the annual Technical Services budget; establishes control and measurement tools for the delivery of services and cost controls; works with departmental representatives, equipment suppliers, and other agencies in developing and implementing new technical applications.
- Negotiates, administers and monitors contracts with private and public agencies providing hardware, data and information processing services for the County.
- Prepares progress reports as required for the Board of Supervisors and the Administrative Officer.
- Represents the County and speaks before public bodies, groups and organizations, and the general public on matters pertaining to technical services.
- Participates as a member of various committees independently and/or where directed by the Board of Supervisors or Administrative Officer.

EMPLOYMENT STANDARDS:

Possession of:

- a valid California driver's license.

Knowledge of:

- extensive knowledge of current data processing/computer development, computer programming and operational techniques
- extensive knowledge of the principles and methods of systems and procedure analysis
- working knowledge of public purchasing, requisition practices and procedures, and contract negotiations and administration

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Ability to:

- plan, direct and coordinate the work of department personnel involved in computer and other technical services
- deal tactfully, convincingly and effectively with department personnel, government officials and the general public
- analyze and interpret complex data
- direct cost-effective studies and recommend alternatives
- develop and update departmental rules, regulations and policies
- effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans and policies

A typical way to gain the knowledge, skill, and ability outlined above is:

- recent academic course work which directly relates to the above knowledges and abilities. Normally, these courses would include computer science, business administration, public administration and mathematics; possession of a bachelor's degree in one of the above subjects is highly desirable; and five years of professional data processing, programming and systems supervisory and/or administrative experience providing data processing services through system analysis, computer programming, and associated operational techniques.