DATE: May 12, 2020
TO: Board of Supervisors
FROM: Imre Kabai, Acting Chief Information Officer
SUBJECT: Salary Ordinance Amendment adding unclassified positions in Technology Services and Solutions

RECOMMENDED ACTION
Adoption of Salary Ordinance No. NS-5.20.117 amending Santa Clara County Salary Ordinance No. NS-5.20 relating to compensation of employees adding one unclassified Application Administrator position, two unclassified Business System Analyst positions, one unclassified Data Analyst or Associate Data Analyst position, one unclassified IT Process Analyst position, one unclassified Network Engineer or Associate Network Engineer position, one unclassified Senior Change-Release Coordinator position, and one unclassified Test Engineer or Associate Test Engineer position in the Technology Services and Solutions Department. Positions shall expire at 11:59 p.m. on November 14, 2021.
   • Introduce, waive reading, and preliminarily adopt on May 5, 2020.
   • Adopt (Final) on May 12, 2020.

FISCAL IMPLICATIONS
There is no new impact to the General Fund or the TSS Internal Service Fund as a result of adding these unfunded, unclassified positions in TSS. No additional funding is required because the positions are being added to allow current provisional appointees to move into unclassified codes pending recruitments for the classified positions. The vacated permanent codes and the “paired” unclassified codes will not be filled simultaneously.

REASONS FOR RECOMMENDATION
The Technology Services and Solutions Department (TSS) has approximately 260 vacant positions that were held vacant pending the completion of the Information Technology Career Compass (ITCC) classification study. The size, scope, and complexity of the study, including the lengthy meet/confer process with the relevant labor organizations that ensued, created a significant recruitment backlog in the Department. While recruitments are pending,
the Department is working with the Employee Services Agency to utilize all available means to fill the vacancies, including unclassified and provisional appointments.

Adding unclassified positions for provisional appointments nearing the end of their 26 allowable pay periods will enable those employees to stay with the Department while recruitments proceed. Individuals in provisional appointments and unclassified positions can compete for the vacant classified positions. Adding these unclassified positions allows critical work to continue while the Department completes the recruitments for the classified positions.

**CHILD IMPACT**

The recommended action will allow TSS to better support continued high-quality service delivery to children that utilize County services.

**SENIOR IMPACT**

The recommended action will allow TSS to better support continued high-quality service delivery to seniors that utilize County services.

**SUSTAINABILITY IMPLICATIONS**

The recommended action will have no/neutral sustainability implications.

**BACKGROUND**

IT recruitments were held for several months as the County completed the ITCC classification study and transitioned to new IT job specifications. The implementation of the study requires the Employee Services Agency (ESA) to establish new eligible lists for approximately 120 new classifications. Thus, TSS has been using provisional appointments to temporarily address the number of vacant positions.

The Employee Services Agency supports the recommended action.

**CONSEQUENCES OF NEGATIVE ACTION**

If the Board of Supervisors does not approve this request, the County will lose highly qualified IT professionals, impacting both day-to-day operations and project delivery.

**STEPS FOLLOWING APPROVAL**

The Clerk of the Board of Supervisors is requested to send notification of completed processing to Joyce Wallace, Katelyn Lu, Edward Suess-Hassman, and Elizabeth Constantino of the Technology Services and Solutions Department and Mercedes Garcia of the Office of Budget and Analysis.
ATTACHMENTS:

- NS-5.20.117 – TSS – Adding 8 Unclassified positions (PDF)

HISTORY:

05/05/20 Board of Supervisors ADOPTED (PRELIM.) Next: 05/12/20