


**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners

FROM: Philip Morley, County Administrator 

DATE: July 22, 2013

RE: Central Services 2013 Organizational Chart

STATEMENT OF ISSUE: County Commissioner approval of a change to the 2013 Organizational Chart for the Information Services Division is requested. The change will designate a second IS Network Technician IV position in the Division, through reclassification of an existing IS Network Technician III position. The current IS Network Technician III employee has already been performing many IS Network Technician IV duties, meets all qualifications, and would continue in the new position.

ANALYSIS: As stated above, approval of the revised Central Services 2013 Organizational Chart will designate a second IS Network Technician IV position, through reclassification of an existing IS Network Technician III position.

Key differences in the essential functions of an IS Network Technician III and an IS Network Technician IV include: maintain the design and architecture of the network; maintain all network components, including file servers, routers, bridges, switches, modems, cabling; troubleshoot network problems; analyze network monitoring information to determine health of network; maintain network security and firewall systems, including administration of user accounts.

Reliable and updated technology is essential to the ability of County government to perform day to day, and to gain the efficiencies continuing budget constraints require. In 2012, Information Services adopted a "Jefferson County Information Services Strategic Technology Plan 2010-2015," which charts significant redesign of the County's IT hardware and software infrastructure to improve the reliability of our technology and greatly enhance its capability for service delivery and efficiency. This includes virtualizing servers, installing storage area networks, a major reconfiguration of the County's network topology using capabilities created by broadband, preparing for and migrating to VOIP telephones, and installing major upgrades to system and applications software, including electronic document management software. The County also is providing primary technical support for upgrading and maintaining the IS system for the Jefferson County Public Utility District as the PUD has taken on electrical distribution and its IT needs have grown.

Reclassifying an existing IS Network Technician III position to create a second IS Network Technician IV position in the IS Division's organizational structure is essential to the Division's ability to successfully implement its Strategic Plan to support County operations, and to perform our obligations to the PUD.

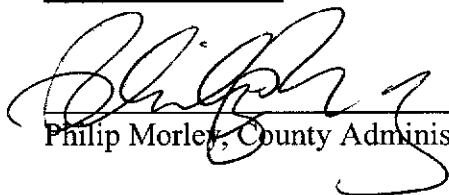
The current IS Network Technician III employee meets all the education, experience and skills for a reclassification from an IS Network Technician III to an IS Network Technician IV. The Teamster's Labor Agreement requires the level IV position be established and approved by the Board of County Commissioners through the organizational chart.

FISCAL IMPACT: The wage and benefit costs for the career advancement from an IS III Network Tech to an IS IV Network Tech will be \$1,268.80 in 2013. This will not have a material impact on the currently approved IS budget nor future budgets. In 2013, salaries from vacant positions will provide funding. In future years funds will be provided by annual Information Services cost allocation fees.

RECOMMENDATION: Approve the attached Central Services 2013 Organization Chart allowing for reclassification from an IS Tech III to an IS Tech IV.

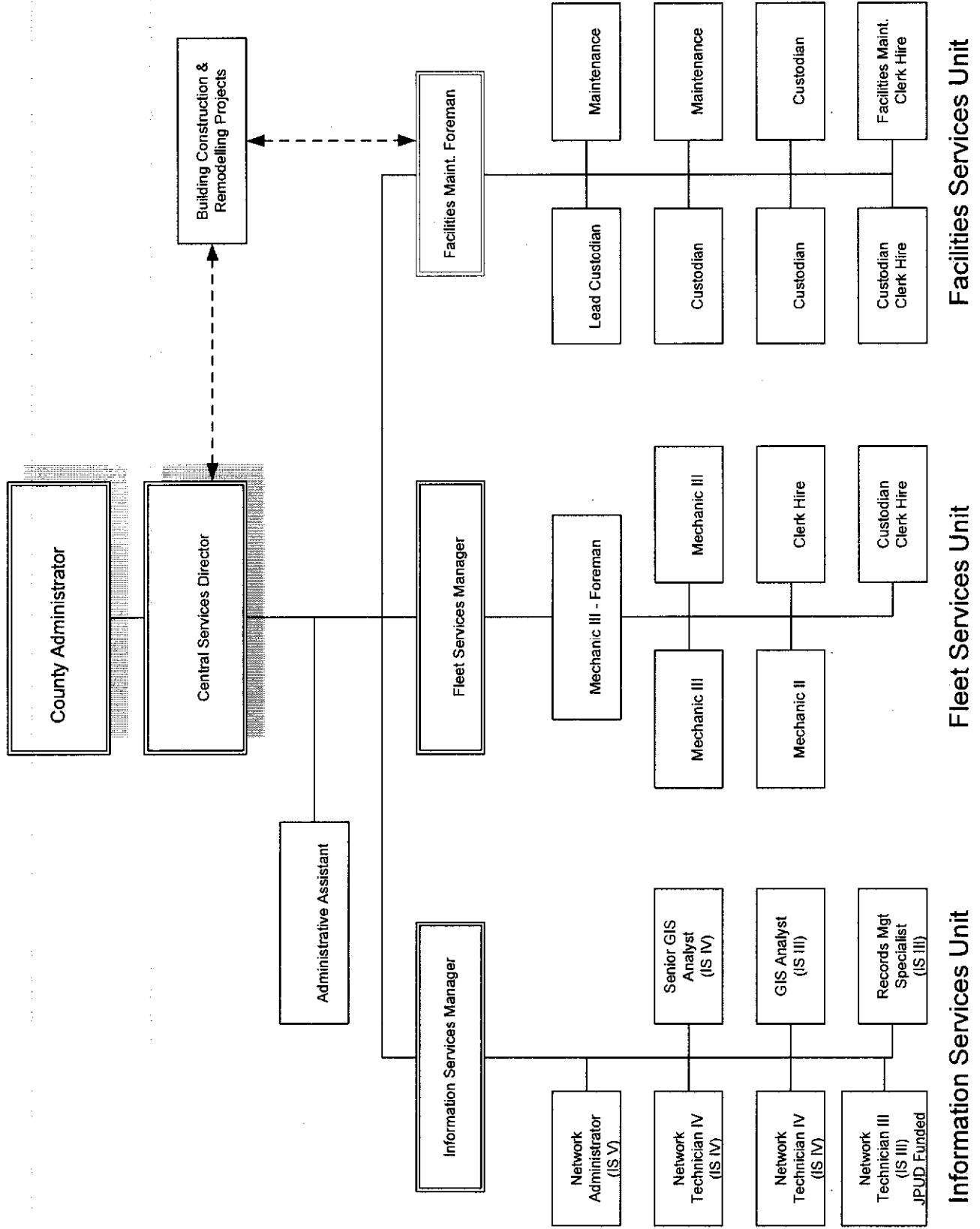
DEPARTMENT CONTACT: Renee Talley

REVIEWED BY:


Philip Morley, County Administrator

7/18/13
Date

**Jefferson County
Central Services
Organizational Chart 2013**



Facilities Services Unit

Fleet Services Unit

Information Services Unit