

CLARK COUNTY STAFF REPORT

DEPARTMENT: Information Technology

DATE: May 24, 2016

REQUESTED ACTION: Approve the shift in headcount between Assessor's Office and IT.

 X Consent Hearing County Manager

BACKGROUND

If approved, this will temporarily move one currently vacant position in Assessors Office (AGS0027) and add a new IT Professional III position to the IT Department. There is an Operational-Level agreement between the two offices outlining the terms for the placement of a dedicated IT professional staff position within the Assessor's Office. The purpose for this change is to deliver technical expertise that plays a critical role in the Assessor's Office. This IT professional will have broad focus and access to critical functions within the IT framework while being dedicated exclusively to the Assessor's Office and their technology needs and will be a functioning member of the Assessor's Office Technical Team.

COUNCIL POLICY IMPLICATIONS

There is no council policy implication associated with this request.

ADMINISTRATIVE POLICY IMPLICATIONS

There is no administrative policy implication related to this request.

COMMUNITY OUTREACH

There is no community outreach implication related to this request

BUDGET IMPLICATIONS

YES	NO	
		Action falls within existing budget capacity.
X		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
X		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

Local Fund Dollar Amount	100%
Grant Fund Dollar Amount	
Account	General Fund-Information Technology
Company Name	

*my
OK*

BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – This request will move a position and corresponding budget from one General Fund department to another, which is a net change of zero. This is from Dept. 110 –Assessor to Dept. 305 – IT.

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Total						

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up


Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
0001 / 305 - IT	1.0	71,202	71,202	250,585	250,585		
0001 / 110 - Assessor	-1.0	-71,202	-71,202	-250,585	-250,585		
Total		0	0	0	0		

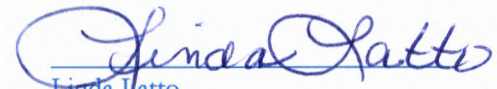
III. B – Expenditure by object category


Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits	0	0	0	0		
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total	0	0	0	0		

DISTRIBUTION:


Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>


Steve Dahlberg
IT Department Finance Manager


Linda Latto
Chief Deputy Assessor


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Sam Kim
Chief Information Officer


Peter Van Nortwick
Assessor


APPROVED:
CLARK COUNTY, WASHINGTON
BOARD OF COUNTY COUNCILORS

DATE: May 31, 2016

SR# 111-16

APPROVED: _____
Mark McCauley, Acting County Manager

DATE: _____

Coding

Package number	Fund	Prog	Dept	Basele	Obj	Categ	2015-16 EXP inc / REV dec (DR)	2015-16 EXP dec /REV inc (CR)	2017-18 EXP inc / REV dec (DR)	2017-18 EXP dec /REV inc (CR)	Type
ITS-02	0001	000	305	518875	110	000000	46,798		165,797		Ongoing
ITS-02	0001	000	305	518875	210	000000	3,697		13,098		Ongoing
ITS-02	0001	000	305	518875	211	000000	5,756		20,393		Ongoing
ITS-02	0001	000	305	518875	220	000000	20		67		Ongoing
ITS-02	0001	000	305	518875	221	000000	12,287		42,127		Ongoing
ITS-02	0001	000	305	518875	222	000000	1,141		3,912		Ongoing
ITS-02	0001	000	305	518875	223	000000	1,116		3,826		Ongoing
ITS-02	0001	000	305	518875	230	000000	48		164		Ongoing
ITS-02	0001	000	305	518875	236	000000	339		1,202		
ITS-02	0001	000	110	514241	110	000000		46,798		165,797	Ongoing
ITS-02	0001	000	110	514241	210	000000		3,697		13,098	Ongoing
ITS-02	0001	000	110	514241	211	000000		5,756		20,393	Ongoing
ITS-02	0001	000	110	514241	220	000000		20		67	Ongoing
ITS-02	0001	000	110	514241	221	000000		12,287		42,127	Ongoing
ITS-02	0001	000	110	514241	222	000000		1,141		3,912	Ongoing
ITS-02	0001	000	110	514241	223	000000		1,116		3,826	Ongoing
ITS-02	0001	000	110	514241	230	000000		48		164	Ongoing
ITS-02	0001	000	110	514241	236	000000		339		1,202	
Totals							71,202	71,202	250,585	250,585	
Savings								0		0	

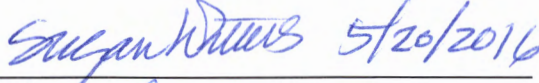
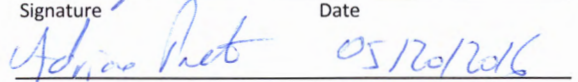
FTE info

Package number	Fund number	Prog number	Dept number	Type (Operating, Revenue, Project)	Add, Delete, Change	Does this change involve a reclass? (Yes/No)	FTE	Effective date of change (MM/YY)	Position # for existing positions	New job classification (for new positions and reclassifications)	Grade & Range	Length for new project positions
ITS-02	0001	000	110	Operating	DELETE	No	-1.00	06/16	AGS0027		AP.716	
ITS-02	0001	000	305	Operating	Add	No	1.00	06/16		IT Professional III	IT.T3	On-Going

FOR STAFF REPORTS ONLY:

HR APPROVAL

BUDGET OFFICE APPROVAL


 Signature _____ Date _____

 Signature _____ Date _____



Operational-Level Agreement

between

Clark County Assessor's Office

and

Clark County Information Technology

regarding

Dedicated IT Professional Staff Positions

May 23, 2016

Scope

This operational-level agreement (OLA) covers Dedicated Information Technology position/s funded by Clark County Assessor's Office. The funding of these positions is performed via a Staff Report temporary transfer of a position within the Assessor's Office to the IT Department.

Purpose

Service delivery of technical expertise and support plays a critical role in the Assessor's Office functions and statutory requirements. The IT Professional position as described in the Information Technology Department, with proper training and qualification, will have a broad focus and access to critical functions within the Information Technology framework. The position is an inclusive team member of the Information Technology Department while being dedicated exclusively to the Assessor's Office via this agreement.

Structure

This position shall be under a matrix organization where the IT Professional will physically reside within the Assessor's Office work area and be fully dedicated to Assessor's Office internal projects and tasks. The incumbent shall come under an Information Technology (IT) manager for reporting and supervision purpose as a solid line and have dotted line reporting to a manager in Assessor's Office who will prioritize and assign projects and tasks and day to day requests. This dual reporting structure may be altered at any time through mutual agreement and shall be position specific. The Assessor's Office shall approve of the IT manager selected to oversee the IT Professional dedicated to the Assessor's Office.

As the IT Professional is structurally and functionally located in the Assessor's Office and culturally co-located in both the Assessor's Office and IT Department, the Assessor's Office shall inform the IT Department of the dotted line reporting manager assignment over this/these position/s. The Assessor's Office shall approve of the reporting manager assigned by the IT Department to oversee this position in support of the Assessor's Office goals and expected work behaviors.

Selection

Both Assessor's Office and IT managers will participate equally in the selection of a qualified candidate for the IT Professional role within the Assessor's Office and shall work cooperatively to select candidates based on who may best fulfill the business needs of the Assessor's Office.



Operational-Level Agreement

between

Clark County Assessor's Office

and

Clark County Information Technology

regarding

Dedicated IT Professional Staff Positions

Responsibilities

The Assessor's Office manager will:

- Direct the incumbent on daily tasks and project assignments
- Provide performance feedback to the incumbent and/or to the IT manager as appropriate
- Partner with the IT manager in providing coaching, mentoring, opportunities to advance the incumbents skills.
- Provide workspace within the Assessor's Office for effective and efficient daily work.
- Approve of the work schedule of the incumbent, approve timecards, and ensure the incumbent meets the work expectations and conforms with policies and guidelines of the Assessor's Office

The IT manager will:

- Be responsible for the incumbent's performance evaluation using 360° feedback
- Partner with the Assessor's Office manager, provide coaching, mentoring, and create opportunities to advance the incumbent's skills and adapt best practices within Clark County IT

Both managers shall speak as one with a consistent message when providing performance feedback to the incumbent.

The incumbent shall attend staff, team, training, project, or any other meetings as required by both managers. The Assessor's Office manager and the IT Manager will coordinate when necessary and understand that the primary role in supporting the Assessor's Office will require that the incumbent attend the Assessor's Office meetings as a priority when there are conflicts in schedule that cannot be resolved

Review

This OLA shall be reviewed at the request of either of the managers but no less than once within a 12-month period and may be adjusted by mutual agreement.

Benefits

This OLA serves to provide mutual benefit to both departments that maximizes productivity and responsiveness while efficiently utilizing county resources.

Assessor's Office

- Assessor's Office will have a fully dedicated IT Professional supporting Assessor's interests.
- The IT Professional will be kept current in IT activities and best practices.
- The IT Professional will comply with process and procedures set forth by IT or that are currently in place at the time to ensure projects are consistently executed in a timely manner. When those practices are not fully developed, work of the IT Professional will proceed without delay.
- Projects will be done with a priority placed on Assessor's Office functions, including but not limited to all activities related to support timely mass appraisal processes. Additionally, best practices, facilitating continuity of service and compliance with security requirements and county policies shall also guide project work.
- The IT Professional will be exposed to and have access to a broad range of technical expertise and internal mentoring.



Operational-Level Agreement

between

Clark County Assessor's Office

and

Clark County Information Technology

regarding

Dedicated IT Professional Staff Positions

IT

- Assessor's Office projects will be developed using best practices with timelines and critical processes as a priority consideration for accomplishing the work.
- Custom tools and applications developed for Assessor's Office will be safe, secure, and designed to be extensible to other projects and, once trained and qualified, similar or equal to tools and applications and access levels utilized by other IT Professionals within the IT Department
- The IT Professional will keep abreast of all development projects and will coordinate/integrate solutions when possible.
- Once trained and qualified through completion of prerequisites, the IT Professional shall have the highest level of access applied to Assessor's Office applications by other IT Professionals working on Assessor's Office systems and applications.
- The training and qualification of the IT Professional shall be identical to that which is required for all other members to IT to perform in that role.

Guild Representation

The IT Professional will be a participating member of the IT Guild as a regular full-time employee and subject to the current Information Technology Guild Agreement in effect.

Reversibility

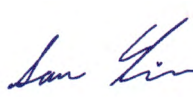
This OLA is considered a temporary arrangement and will remain in place until cancelled by either party with a 90-day notice to the other party or if the position is vacated for any reason. Upon effective date of the cancellation and/or vacancy, both the headcount and the incumbent IT Professional will revert to a position in the Assessor's Office unless otherwise agreed upon.

Consent and Understanding

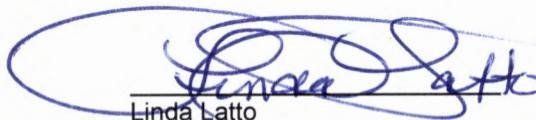
IN WITNESS WHEREOF, the parties have executed this OLA on the date herein indicated.

Clark County Information Technology


Clark County Assessor's Office


Digitally signed by Sam Kim
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