



SUMMARY REPORT

Agenda Date: 9/22/2020

To: Sonoma County Board of Supervisors

Department or Agency Name(s): County Administrator, Human Resources

Staff Name and Phone Number: Sheryl Bratton, 565-3578 Christina Cramer, 565-2988

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Department Head Personal Services Agreement - Information Systems Director

Recommended Action:

Authorize the County Administrator to execute the Third Amendment to the Personal Services Agreement with John Hartwig as Information Systems Director, extending the term of the agreement from September 20, 2020 to January 20, 2022.

Executive Summary:

Salary and benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting. Further, an oral summary of the salary and benefits recommended action must be presented at the meeting where the final Board action is taken. (California Government code §54953, 54956)

John Hartwig was initially appointed as Information Systems Director for a three-year term, from September 20, 2011 through September 20, 2014. On September 20, 2014, the Board extended Mr. Hartwig's contract for an additional three years. Again, on September 20, 2017 the Board extended Mr. Hartwig's contract for an additional three years. The recommended action extends the term of the current agreement for an additional 16 months, through January 20, 2022.

Discussion:

The Information Systems Director reports to the County Administrator and is responsible for providing leadership and coordination of technological efforts in most County departments. The Director oversees four divisions; enterprise development services, innovation services & special projects, technical services and administration. The Information Systems Department is responsible to maximize service and operational efficiencies through the implementation of technology solutions. More recently, the Information Systems Department was instrumental during the COVID-19 pandemic by implementing increased technical support, expanded virtual meeting capabilities, and enhanced telework capabilities to ensure the County workforce could work remotely. The Information Systems Department has a fiscal year budget of \$53 million dollars and has 116.5 total staff.

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Following a nationwide recruitment, Mr. Hartwig was initially appointed to the position for a three-year term, from September 20, 2011 through September 20, 2014. A First and Second Amendment extended the terms of the agreement through September 20, 2020. The Third Amendment to the Personal Services Agreement maintains Mr. Hartwig's salary to the "I" Step of the salary range, which is \$202,555 annually, with a term of September 20, 2020 to January 20, 2022, and includes all other benefits and compensation as prescribed in the County's Salary Resolution 95-0926.

Prior Board Actions:

None.

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

Ongoing annualized salary and benefit costs associated with this position has been incorporated into the Information Systems Department's FY 20/21 budget. Cost associated with FY 21/22 will be included in the department's baseline budget.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

A. Third Amendment of the Personal Services Agreement, Information Systems Director

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Related Items “On File” with the Clerk of the Board:

None.