



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 2/2/2021

To: Board of Supervisors

Department or Agency Name(s): Auditor-Controller-Treasurer-Tax Collector

Staff Name and Phone Number: Amanda Ruch 565-3274

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Amendment to the Auditor-Controller-Treasurer-Tax Collector Position Allocation Listing

Recommended Action:

Adopt a Resolution effective February 2, 2021, amending the Auditor-Controller-Treasurer-Tax Collector Department Allocation Table to add one Department Program Manager and to delete one vacant Business Systems Analyst.

Executive Summary:

The Auditor-Controller-Treasurer-Tax Collector (ACTTC) is seeking to add one Department Program Manager in the Enterprise Financial System (EFS) division to develop and oversee a comprehensive EFS training development and user engagement program.

Additionally, the ACTTC will delete one vacant Business Systems Analyst assigned to the Enterprise Financial System. In sum, although the ACTTC's full-time equivalent is not increasing, there will be an increase in annual salary and benefit costs of approximately \$5,000, which will be financed through EFS System Charges.

Human Resources concurs with the proposed Position Change Request.

Discussion:

The ACTTC is seeking to add one Department Program Manager in the Enterprise Financial System (EFS) division to develop and oversee a comprehensive EFS training development and user engagement program. The County will benefit greatly from a standardized training program, which will create an efficient method to train established system users when new features/functions are implemented and provide a tool for departments to efficiently onboard new employees or those transitioning into new roles. Timely and collaborative end user engagement helps to insure the efforts and initiatives of EFS are aligned with organizational requirements and desires to continuously move the financial systems forward to best meet the current and future needs of the organization.

The job description and qualifications of a Department Program Manager more closely align with the needs of this position than the existing Business Systems Analyst allocation. After a failed Business Systems Analyst recruitment, and with the concurrence of Human Resources, the ACTTC determined that the Department Program Manager is the appropriate classification. □

The primary areas of responsibility for the EFS Department Program Manager will be:

- Working with subject matter experts, develop and implement a training program for all applications supported by the EFS Support Organization. While content will be developed by system experts, the incumbent in this position will be responsible for evaluating the most critical needs of our end user community and developing a training framework to meet those needs, which will include researching, recommending and implementing delivery methodologies, as well as a plan to maintain and update training materials;
- Lead end user engagement activities with our PeopleSoft User Community, including leading our established “Super User Network”;
- Research, recommend and implement software application(s) to improve the ability of the EFS Support Organization to have effective two-way communication with our end user community;
- Implement advanced capabilities of standard office applications (i.e. Microsoft Office, Excel, Visio, SharePoint, etc.) to improve the efficiency and effectiveness of EFS internal work;
- Act as the primary change manager for the EFS Support Organization to ensure effective communication with the EFS user community.
- Support our annual system update event by coordinating the User Acceptance Testing process, and leading the development of communication and training materials for this event.

In addition to the primary areas of responsibility, the incumbent in this position will also participate in other activities of the Support Organization, including participating in system redesign efforts, executing test plans for system changes, and creating documentation associated with system changes.

Prior Board Actions:

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FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses		5,000	5,000
Additional Appropriation Requested			
Total Expenditures		5,000	5,000
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other		5,000	5,000
Use of Fund Balance			
Contingencies			

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Total Sources		5,000	5,000
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Narrative Explanation of Fiscal Impacts:

The ongoing increase in Salary and Benefit costs will be approximately \$5,000 annually, funded with EFS System Fees. No budget adjustment is needed for FY2020-21.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Department Program Manager	6787-8249	1.0 <input type="checkbox"/>	
Business Systems Analyst	6461-7854		1.0

Narrative Explanation of Staffing Impacts (If Required):

The total number of position allocations will remain the same and there will be no staffing impacts associated with this change. The Business Systems Analyst allocation proposed for deletion is currently vacant. A recruitment will be conducted to fill the Department Program Manager.

Attachments:

Att A - Personnel Resolution

Related Items "On File" with the Clerk of the Board:

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