

County of Santa Clara

Employee Services Agency

Department of Human Resources



ESA01 061609

Prepared by: Karen Hodskins
Human Resources Manager

Submitted by: Joanne Cox
Human Resources Director

DATE: June 16, 2009

TO: Board of Supervisors

FROM:

A handwritten signature in black ink, appearing to read "Luke Leung".

Luke Leung
Deputy County Executive

SUBJECT: Adoption of New Job Specification for the Procurement Department.

RECOMMENDED ACTION

Consider the proposed revision to the FY 2010 Recommended Budget from Employee Services Agency related to the Procurement Department.

Possible actions:

- a. Approve new job specification for the classification of Procurement Systems Manager.
- b. Refer item for final consideration and approval for budget hearing scheduled for June 19, 2009.

FISCAL IMPLICATIONS

The recommended action will have no impact on the General Fund as reflected in the County Executive's FY 2010 Recommended Budget.

CONTRACT HISTORY

Not applicable.

REASONS FOR RECOMMENDATION

The County Executive's FY 2010 Recommended Budget includes a recommendation to add a new position dedicated to the management of Countywide eProcurement and to maximize the efficiency of dual procurement systems and processes. At the time of publication of the Recommended Budget, the specific classification had yet to be determined and was under study by Employee Services Agency.

The recommended action includes approval of the appropriate new classification for this position, Procurement Systems Manager.

BACKGROUND

In order to implement the addition of a new position to manage Countywide eProcurement and to maximize the efficiency of dual procurement systems, as included in the Recommended Budget, the Procurement Department requested that Employee Services Agency – Human Resources conduct a classification study in order to identify the appropriate classification for the new position..

Currently the Procurement Department is utilizing an unclassified Sr. Business IT Consultant position, allocated to the Information Services Department (ISD). The ISD unclassified positions, referred to as "Services-on-Demand" are used on a time-limited basis to assist County departments with their IT requirements.

It is now necessary for the Procurement Department to add a regular, coded position responsible for the Department's IT requirements, in particular, e-procurement. Currently the Pathways Materials Management (PMM) system used by SCVHHS for the procurement process and SAP, used by the rest of the County are housed and maintained by SCVHHS and ISD respectively. The office applications that are used by Procurement are currently maintained by the Facilities' Systems Department. When the proposed position is added to Procurement, it will be initially responsible for identifying and obtaining the necessary system enhancements for the PMM and SAP systems. In addition, it is the Director's intention to bring administration of the Department's office applications under the new position's oversight. Also, the Director plans to automate the in-house work processes and place this system oversight under the proposed position as well.

The unclassified Sr. Business IT Consultant position has been effective in performing the duties required by Procurement, utilizing extensive knowledge of computer technology to automate and enhance the procurement process. However, this classification is only allocated to ISD. No other County classification exists that marries extensive IT knowledge and skills with automating and enhancing a County-wide business process system, outside of ISD. Therefore a new classification, Procurement Systems Manager is proposed to be established and compensated consistent with its level of responsibilities. The effective monthly salary for this position is \$9,486.54 -\$11,561.04.

County Employees Management Association (CEMA) concurs with this recommendation.

CONSEQUENCES OF NEGATIVE ACTION

Without creation of this new classification, the new procurement position as recommended in the County Executive's proposed budget will not be implemented.

STEPS FOLLOWING APPROVAL

Upon approval and adoption by the Board, the Clerk of the Board is requested to send Keyboard notification to Mary Ann Barrous, Human Resources Analyst, at Employee Services Agency.

ATTACHMENTS

- Procurement Systems Manager Job Specification