



Agenda Item No. 5

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole
Meeting of November 13, 2009

From: Z. Wayne Johnson, Deputy General Manager/Administration and Development
Celia G. Kupersmith, General Manager

Subject: **APPROVE CHANGES TO THE TABLE OF ORGANIZATION WITHIN
THE ADMINISTRATION AND DEVELOPMENT DIVISION**

Recommendation

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors approve the changes to the Table of Organization within the Administration and Development Division, effective on January 1, 2010, as follows:

1. Eliminate the position of Business Systems Implementation Manager, in the Planning Department, at a salary range of \$95,763 to \$115,710, plus fringe benefits;
2. Add the position of Software Engineer, in the Information Systems Department, at a salary range of \$83,179 to \$100,568, plus fringe benefits; and,
3. Amend the Table of Organization accordingly.

Summary

Upcoming changes in IS projects together with staffing needs within the A&D Division have prompted staff to propose position changes to better align with future business needs and resources. The District's Asset Management project (Maximo) is scheduled to complete acceptance testing on or about January 31, 2010. This project is overseen by a Business Systems Implementation Manager position, assigned to the Planning Department. This position will no longer be needed upon completion of the project's acceptance test. Although this position is currently capitolly funded by the project, the staffing of the position resulted from the interim transition of a budgeted regular full time staff employee into this role, due to their wide-ranging skillset. Today's action will return the position to the operating budget.

As major mission critical business systems, such as IFAS and Transtat, complete their initial build-out, additional module configuration to meet end-user needs, and daily system maintenance requires the Information Systems (IS) Department to add a second Software Engineer position. Strategic additions to the IS staff were contemplated when these large technology projects were approved.

IFAS is a major business software system used by many District departments, including Accounting, Budgeting, Payroll and Human Resources. Transtat provides transit performance statistics to manage transit operations internally and to report externally to review agencies and strategic partners. Our current IS strategy includes having typically one staffed position in Information Systems unit for each large, enterprise-wide, mission critical business software system, but the IFAS system, due to its scope, size, importance, and complexity, should have a second support person. Two support staff is likewise recommended by the IFAS vendor. This second systems support person is needed not only to cover the day to day work, but also to extract the maximum user value from the systems. Currently, valuable capabilities available within the system cannot be implemented with only one support person. Also, the Software Engineer will be able to automate tasks in line with the District's strategic plan for achieving long term financial stability. This position will additionally provide backup for the TranStat system, also critical to the District, and handle software interconnectivity between various District business systems.

It is recommended that the Business Systems Implementation Manager position in the Planning Department be eliminated, and a second Software Engineer position be created, in the IS Department. This position will be posted for recruitment initially within the District to allow all qualified internal candidates to apply. This recruitment provides the opportunity to potentially retain internal talent of proven value. In the event that no internal candidate is selected, we will recruit externally for a suitable candidate.

The effective date for these proposed changes would be on January 31, 2010, to coincide with the completion of the current Maximo project. Should the project be delayed, the General Manager would be authorized to adjust the effective date.

Fiscal Impact

This change will eliminate the Business Systems Implementation Manager position, at a salary range of \$95,763 to \$115,710, plus fringe benefits, a position currently funded in the Capital budget; and, will add one Software Engineer, at a salary range of \$83,179 to \$100,568, plus fringe benefits, to be funded in the Operating budget. It is anticipated that much of the additional costs for this position will be covered through further IS efficiencies, to be identified in the upcoming budget. These actions comply with the objectives of the newly approved Strategic Financial Plan involving improved efficiency for support of IS operations.