



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Sheriff's Office



**Date:** January 8, 2013  
**Board Meeting Date:** February 26, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Greg Munks, Sheriff  
**Subject:** Technical Services Unit staffing

**RECOMMENDATION:**

Adoption of an ordinance amending the Master Salary Ordinance to add one (1) Information Technology Supervisor position in the Sheriff's Office, previously introduced on February 12, 2013 and waiver of reading the ordinance in its entirety.

**BACKGROUND:**

The Technical Services Unit is a work unit within the Support Services Division of the Sheriff's Office. The Technical Services Unit provides information technology support for the approximately 650 staff in the Sheriff's Office. Information technology support services provided by the Technical Services Unit range from information technology infrastructure support to mission-critical application support. The Technical Services Unit is also responsible for providing project oversight for Sheriff's Office information technology projects. In early FY 2011-12, the Technical Services Unit experienced significant attrition resulting in a 40% decrease in staffing. The Sheriff's Office has merged with three police departments over the past 24 months, San Carlos, Millbrae, and Half Moon Bay, resulting in additional support responsibilities for the Technical Services Unit.

**DISCUSSION:**

To maintain information technology service levels and to effectively manage information technology projects, the Sheriff's Office is developing a new staffing model for the Technical Services Unit. With your Board's support, the Sheriff's Office would like to convert an existing Senior Information Technology Analyst vacancy to an Information Technology Supervisor position. This frontline supervisor will be responsible for providing operational support for the Technical Services Unit staff as well as information technology project management services. Currently, the Technical Services Unit is coordinating several information technology projects to include the installation of a new Records Management System as well as a new Jail Management System. This new

Information Technology Supervisor will help the Technical Services Unit manage both daily, operational responsibilities as well as information technology project responsibilities.

The ordinance has been reviewed and approved by County Counsel as to form.

This ordinance contributes to the Shared Vision 2025 outcome of a Healthy Community by ensuring that information technology projects are completed in an effective and expeditious manner that will help safeguard the integrity of the programs used for the benefit of public safety.

**PERFORMANCE MEASURE:**

Measure	FY 2011-12 Actual	FY 2012-13 Projected
Number of Sheriff's Office information technology projects completed on time and meeting original project goals	N/A	10

This is a new measure; therefore no data is available for FY 2011-12.

**FISCAL IMPACT:**

This is the conversion of one vacant Senior Information Technology Analyst position to an Information Technology Supervisor position. This action represents an annual salary and benefits cost of \$9,060 based on filling the position at Step 3 of the salary range. There is no change in the total number of authorized positions. In FY 2012-13, this additional cost will be funded through salary savings. In FY 2013-14 and beyond, the position will be funded through a re-allocation of current resources.