



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE  
OPERATIONS CLUSTER**

WILLIAM T FUJIOKA  
Chief Executive Officer

**DATE:** March 14, 2013  
**TIME:** 1:00 p.m.  
**LOCATION:** Kenneth Hahn Hall of Administration, Room 830

**AGENDA**

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.  
Three (3) minutes are allowed for each item.

1. Call to order – Martin Zimmerman
- A) **Board Letter – APPROVAL OF SOLE SOURCE AGREEMENT WITH CERNER HEALTHCARE SOLUTIONS, INC. FOR AN OUTPATIENT PHARMACY INFORMATION SYSTEM**  
CIO/DHS – Richard Sanchez and Mitchell Katz or designee(s)
- B) **Enterprise Patient Data Repository Overview**  
CIO/DHS – Richard Sanchez and Mitchell Katz or designee(s)
- C) **IT Standards Presentation**  
CIO – Richard Sanchez or designee
- D) **Board Letter – COUNTYWIDE CLASSIFICATION ACTIONS LETTER: IT OCCUPATIONAL STUDY (PHASE II) AND OTHER CLASSIFICATION ACTIONS**  
CEO Class/Comp – Alex Evans or designee
- E) **Board Letter – AMENDMENT OF TITLE 2 – TO REFLECT THE TRANSFER OF THE RECORDS MANAGEMENT PROGRAM**  
CEO Class/Comp – Alex Evans or designee
- F) **eCAPS/eHR Update**  
Auditor-Controller – Wendy Watanabe or designee
2. Public Comment
3. Adjournment

April 2, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF SOLE SOURCE AGREEMENT WITH CERNER HEALTHCARE  
SOLUTIONS, INC. FOR AN OUTPATIENT PHARMACY INFORMATION SYSTEM  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

CIO RECOMMENDATION: APPROVE [ X ]

**SUBJECT**

Approval of a Sole Source Agreement with Cerner Healthcare Solutions, Inc. for the provision of an Outpatient Pharmacy Information System to support the Department of Health Services outpatient Central Fill Services provided by Cardinal Health Pharmacy Services, LLC.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Director of Health Services (Director), or his designee, to execute a Sole Source Agreement with Cerner Healthcare Solutions, Inc. (Cerner) for the provision of an Outpatient Pharmacy Information System (OPIS), commencing upon execution by the parties for an initial term of five years, with two optional one-year extension periods with a maximum Contract Sum of \$412,927 for the entire seven-year term.
2. Delegate authority to the Director, or his designee, to amend the Agreement to exercise each of the two one-year options to extend the Agreement Term and add or change certain terms or conditions as required by the Board of Supervisors or Chief Executive Office (CEO), subject to review and approval by County Counsel.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of the first recommendation will allow the Director to execute an Agreement with Cerner, substantially similar to Exhibit I, for licensing, implementation, maintenance and support of OPIS at Department of Health Services' (DHS) outpatient pharmacies. The Board previously approved an agreement with Cardinal Health Pharmacy Services, LLC (Cardinal) on August 7, 2012 to provide a Central Fill Pharmacy and Automation System (CFPAS) to be utilized for offsite fulfillment and dispensing of medication refills to augment DHS outpatient pharmacy functions.

The Cardinal CFPAS uses the Cerner OPIS to fulfill and dispense refill prescriptions at Cardinal's local fulfillment Center in Valencia, California. In order to streamline the method of accurately transferring DHS pharmacy refill prescription information in a timely manner between Cardinal fulfillment Center and DHS pharmacies, DHS felt that the use of the same OPIS as Cardinal was appropriate. The Board was advised in the August 7, 2012 Board Letter that DHS would return to the Board for approval of the OPIS Agreement with Cerner.

Since Cardinal is a provider of pharmaceutical services, not information technology (IT), Cardinal has partnered with Cerner to provide DHS with the same OPIS that Cardinal will use at its fulfillment center. Pursuant to a separate agreement between Cerner and Cardinal, Cardinal will pay for the implementation and licensing of the same OPIS software that Cardinal will utilize at the Valencia fulfillment center. Under this recommended Agreement, the County will pay Cerner for maintenance and support of the OPIS software at DHS outpatient pharmacies.

Approval of the second recommendation will allow the Director to amend the Agreement to exercise two optional one-year term extensions and to add or change certain terms or conditions, as required by the Board of Supervisors or CEO.

### **Implementation of Strategic Plan Goals**

The recommended actions support Goal 1, Operational Effectiveness, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

The maximum County obligation for Maintenance and Support during the seven-year term of the Agreement is \$412,927. Attachment C provides details of cost by DHS pharmacies and Fiscal Year (FY) DHS's initial obligation of \$18,323 for FY 2013-14 is included in the DHS Approved Budget FY 2013-14 and subsequent obligations will be requested in future fiscal years.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to the projected schedule (Attachment D), OPIS is expected to be accepted by the County in the first quarter of FY 2013-14 for DHS High Desert Multi-Service Ambulatory Care Center (HD MACC) pharmacies and the second quarter for Martin Luther King Multi-Service Ambulatory Care Center (MLK MACC) pharmacy. By the second quarter of FY 2014-15, 18 DHS pharmacies will have implemented OPIS. Future integration of OPIS with Cerner's Electronic Health Care Record System (EHR) will be included in the funding for the EHR that the County is purchasing.

The recommended Agreement includes all of the Board of Supervisors' required provisions. The Agreement also contains industry standard IT provisions, including intellectual property indemnification, OPIS software performance warranties, and provisions entitling County to remedies in the event of deficient performance by Cerner, all consistent with other agreements between County and Cerner.

The County's right to terminate for convenience will not begin until 12 months after implementation of OPIS Maintenance and Support at HD MACC. After 12 months, County may terminate with a 60-day advance notice.

The CEO Risk Management Branch has reviewed and concurs with the provisions relating to insurance and indemnification, including any revisions made to such as a result of the negotiations. County Counsel has approved this Agreement as to form. The Chief Information Officer (CIO) concurs with the Department's recommendation and that office's analysis is attached (Attachment A).

The OPIS Agreement is not a Proposition A service agreement. It is the acquisition of infrastructure and automation, authorized by Health and Safety Code Sections 1445 and 1451, as well as Government Code Section 31000.

## **CONTRACTING PROCESS**

Initially, DHS negotiated with both Cardinal and Cerner for a single agreement. However, as a result of the negotiations, it became apparent that the two agreements need to be split-up to ensure that each contractor is fully responsible for its own area of expertise. The Board was advised in a DHS memo dated January 23, 2012 of the Department's intent to enter into an Agreement with Cardinal for the provision of CFPAS for refilling prescriptions and a separate Agreement with Cerner for the licensing, implementation, maintenance, and support of the OPIS which will be interfaced with Cardinal's CFPAS.

A Sole Source Checklist is included with this Board letter (Attachment B) in accordance with Board Policy 5.100, Sole Source Contracts.

The Honorable Board of Supervisors  
April 2, 2013  
Page 4

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The OPIS will support the goals of an outpatient central fill pharmacy system to increase patient satisfaction by reducing outpatient congestion at local DHS pharmacies and improve pharmacy access for those patients who are unable to travel because of infirmity or transportation-related issues. Utilizing Cerner's OPIS will provide high reliability that DHS outpatient refills will be available during pharmacy operating hours.

Respectfully submitted,

Reviewed by:

Mitchell H. Katz, M.D.  
Director

Richard Sanchez  
Chief Information Officer

MHK:RS:rt

Enclosures (5)

cc: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors



RICHARD SANCHEZ  
CHIEF INFORMATION OFFICER

Office of the CIO  
**CIO Analysis**

NUMBER: <b>CA 13-05</b>	DATE: <b>2/6/2013</b>
----------------------------	--------------------------

SUBJECT:  
**APPROVAL OF SOLE SOURCE AGREEMENT WITH CERNER HEALTHCARE SOLUTIONS, INC. FOR AN OUTPATIENT PHARMACY INFORMATION SYSTEM**

RECOMMENDATION:  
 Approve                       Approve with Modification                       Disapprove

CONTRACT TYPE:  
 New Contract                       Sole Source  
 Amendment to Contract #: Enter contract #.                       Other: Describe contract type.

CONTRACT COMPONENTS:  
 Software                       Hardware  
 Telecommunications                       Professional Services

SUMMARY:  
 Department Executive Sponsor: Dr. Amy Gutierrez, DHS Chief Pharmacy Officer  
 Description: Department of Health Services (DHS) is requesting authorization 1) to execute a Sole Source Agreement with Cerner Healthcare Solutions, Inc. (Cerner) for an Outpatient Pharmacy Information System (OPIS) for an initial term of five years, with two optional one-year extension periods; and 2) to obtain delegated authority to exercise each of the two one-year options to extend the Agreement and add or change certain terms or conditions as required by the Board of Supervisors or Chief Executive Officer, subject to review and approval by County Counsel.  
 Contract Amount: \$412,927.00                      Funding Source: DHS Operating Budget  
 Legislative or Regulatory Mandate                       Subvened/Grant Funded: Enter %

**Strategic and Business Analysis**

PROJECT GOALS AND OBJECTIVES:  
 The Outpatient Pharmacy Information System (OPIS) is part of the overall Central Fill Pharmacy and Automation System (CFPAS) enterprise solution that will help medications be filled more efficiently in a high volume central refill pharmacy operated by Cardinal Health Pharmacy Services, LLC (Cardinal) for County outpatient pharmacies. The medications will be delivered back to the County pharmacy of origin or mailed (optional) to the patient's home address. Its primary goals are to assist patients by providing additional pharmacy access and service for medication, and reduce costs of processing prescriptions for the County.

**BUSINESS DRIVERS:**

The key business drivers for the project are:

- 1) Improve patient care and medication access through the implementation of a centralized, standardized, enterprise-wide prescription fulfillment system using Cerner Etreby in conjunction with Cardinal's central refill business processes.
- 2) Reduce the labor cost of filling a prescription by a substantial amount.

**PROJECT ORGANIZATION:**

Dr. Amy Gutierrez, DHS Chief Pharmacy Officer, is the Project Executive Sponsor and Shane D'Souza, DHS Pharmacy Supervisor, is the Project Director. There is also an Information Technology (IT) Project Manager, Sorin Gudea, to handle the technical IT-related issues. The business and IT teams have established initial governance to deal with the contracting and technical analysis and have been working with Cerner Etreby, Cardinal and ISD technical teams to design the solution. The Cerner Eterby software system will be hosted at ISD and each pharmacy will have clients that will work with the hosted system. Cardinal's central fill pharmacy will be treated as another pharmacy location within the County pharmacy network and will interface with its own internal software system for high volume prescription fulfillment.

## PERFORMANCE METRICS:

Success will be measured by three metrics:

1. Improved Customer Satisfaction - Implementing the new central fill services pharmacy outpatient information system is expected to reduce the patient waiting times and patient congestion in on-site DHS pharmacies, thereby improving customer service. Patient satisfaction scores will be measured by customer satisfaction surveys.
2. Increased Efficiency for Dispensing of all Outpatient Medication - The central fill services dispensing model supports a more efficient means to dispense outpatient refill medication, through the ability to potentially reduce the use of contract staff in the prescription dispensing process. Processing time for prescriptions and patient wait times will be assessed. Shorter processing time translates to increased efficiency and shorter patient wait times at the pharmacy.
3. Improved Patient Access - Central fill services using the optional mail delivery services will improve patient access to refill prescriptions, especially for those who are unable to travel because of infirmity or transportation.

## STRATEGIC AND BUSINESS ALIGNMENT:

The project supports the following County Strategic Plan goals: Operational Effectiveness, Fiscal Sustainability, and Integrated Services Delivery.

## PROJECT APPROACH:

The Cardinal CFPAS uses the Cerner OPIS to fulfill and dispense refill prescriptions at Cardinal's local fulfillment site in Valencia, California. In order to streamline the method of accurately transferring DHS pharmacy refill prescription information in a timely manner between the Cardinal fulfillment site and DHS pharmacies, DHS felt that the use of the same OPIS as Cardinal was appropriate. The Board was advised at the August 7, 2012 Board Meeting that DHS would return to the Board for approval of the OPIS Agreement with Cerner. Since Cardinal is a provider of pharmaceutical services, not information technology, Cardinal has partnered with Cerner to provide DHS with the same OPIS that Cardinal will use at its fulfillment center. Pursuant to a separate agreement between Cerner and Cardinal, Cardinal will pay for the implementation and licensing of the same OPIS software that Cardinal will utilize at the Valencia fulfillment center. Under this Agreement, County will pay Cerner for maintenance and support of the OPIS software.

	<p>ALTERNATIVES ANALYZED: None.</p>
<p><b>Technical Analysis</b></p>	<p>ANALYSIS OF PROPOSED IT SOLUTION:</p> <p>The Cerner OPIS is an enterprise solution software that will be hosted by ISD. This will effectively replace the Pharmacy Stock Control Audit System (PSCAS), the current outpatient pharmacy system for all 18 County outpatient pharmacies. As a result, there will be a consolidation of the current local server configuration to a central enterprise server solution. The software will provide additional enhancements compared to PSCAS. Cerner OPIS also will accept electronic prescriptions when available with the anticipated electronic health record.</p> <p>PSCAS cannot efficiently transmit prescriptions to the Cardinal fulfillment center due to the outdated software language it is built on. For example, medication standards for drugs, NDC (National Drug Code), are not used for drug identification in PSCAS. Homegrown drug mnemonics are used instead to uniquely identify medications. To remedy this roadblock, Cardinal will provide the County the same software that Cardinal will be utilizing at the fulfillment center.</p> <p>This hosted solution will connect the current 18 outpatient County pharmacies and the Cardinal fulfillment center under the same software. ISD will be providing the hosted environment in a virtual machine. The setup will consist of production, backup, test, reporting, and training environments. The Cerner Etreby software client will be installed on the workstations at the local County pharmacies.</p> <p>The central server at ISD will provide a central database for County outpatient pharmacies and the Cardinal fulfillment center to access prescriptions records. This allows an efficient means of transferring a refill prescription electronically from County outpatient pharmacies to the Cardinal fulfillment center. The Cardinal fulfillment center will then have all the necessary information to accurately and safely fill the refill medications for the County outpatient pharmacies.</p>

<p><b>Financial Analysis</b></p>	<p>BUDGET:</p> <p>Contract costs</p> <p>One-time costs:</p> <p>Hardware ..... \$ 0</p> <p>Software ..... \$ 0</p> <p>Services ..... \$ 0</p> <p>Ongoing costs for the 5+2 year term extension:</p> <p>Hardware ..... \$ 0</p> <p>Software ..... \$ 0</p> <p>Services (support) ..... \$ 412,927 +</p> <p><b>Sub-total Contract Costs: \$ 412,927</b></p> <p>Other County costs:</p> <p>Ongoing Costs for 7 year term:</p> <p>Services (ISD) \$ 2,004,612 ++</p> <p>Sub-total Ongoing County Costs \$ 2,004,612</p> <p><b>Total one-time costs: \$ 0</b></p> <p><b>Total ongoing costs (7 Years): \$ 2,417,539</b></p> <p>+ Cerner Support Costs:</p> <p>Year 1 – 18,323</p> <p>Year 2 \$64,610</p> <p>Year 3-6 - \$69,432 (each year)</p> <p>Year 7 – 52,266</p> <p>++ ISD Enterprise Hosting Costs:</p> <p>Year 1 - \$216,756</p> <p>Year 2 - \$277,896</p> <p>Years 3-7 - \$301,992 (each year)</p>
<p><b>Risk Analysis</b></p>	<p>RISK MITIGATION:</p> <ol style="list-style-type: none"> <li>1. The project has risks in terms of coordination of services between Cerner, Cardinal and ISD. Proper project governance is needed between DHS business, IT, and ISD to manage the project with the vendors.</li> <li>2. The Chief Information Security Officer (CISO) has reviewed the Agreement and did not identify any IT security or privacy-related issues.</li> </ol>

<b>CIO Approval</b>	PREPARED BY:	
	_____	
	Sanmay Mukhopadhyay, Sr. Associate CIO	Date
	_____	
APPROVED:		
_____		
Richard Sanchez, County CIO	Date	
_____		

Please contact the Office of the CIO (213.253.5600 or [info@cio.lacounty.gov](mailto:info@cio.lacounty.gov)) for questions concerning this CIO Analysis. This document is also available online at <http://ciointranet.lacounty.gov/>

DRAFT

March 4, 2013

TO: Each Supervisor

FROM: Mitchell H. Katz, M.D.  
Director

SUBJECT: **ENTERPRISE PATIENT DATA REPOSITORY PROJECT**

There are significant changes resulting from both the new payment methodology under the current 1115 Waiver and the provisions of the Affordable Care Act (ACA) that will impact the Department of Health Services (DHS). In order to function in this changed environment, the Department must be able to effectively manage patient care, maximize revenue, and enhance its ability to provide quicker and more accurate financial forecasts. To achieve these goals, the Department requires a high level of comprehensive and integrated patient data ranging from financial and clinical to utilization. Currently, the Department's data systems cannot provide the necessary level of data.

Under the Waiver, the two major revenue sources are the Safety Net Care Pool and Disproportionate Share Hospital funds, with a combined potential annual value of approximately \$465 million. The implementation of an Enterprise Patient Data Repository (EPDR) will provide the detailed data necessary to allow the Department to claim and maximize these available Waiver revenues. Since the final Waiver cost report for Fiscal Year (FY) 2010-11 (first year of the current Waiver) is expected to be due to the State in January 2014, it is critical that the implementation of the EPDR system starts as soon as possible.

The purpose of the new EPDR is to create an integrated data warehouse for financial, utilization and clinical data, optimized for cost reporting and data analytics. The system will facilitate operational decision making, performance measurement and analysis, and efficient and accurate reporting to internal and external entities. The integration of financial, utilization and clinical data into one data system will provide DHS the ability to analyze and evaluate financial and other departmental operations, understand and improve utilization of services and resources, and make operational, system and patient health care delivery improvements. These data capabilities are vital to maximizing Waiver funding and will also enable the Department to function optimally within the new ACA and managed care environment.

The project will be comprised of two phases and accomplished with specialized software and contracted professional services. Phase One will produce a functional data base that will allow the Department to submit Waiver cost reports that will maximize revenue under the current Waiver. The functions to be provided with contracted professional services will include the necessary data profiling and loading of all data required for the Waiver cost report in addition to data quality remediation

activities, and development and assistance with the establishment of a data governance structure and process for DHS. Phase Two builds on Phase One and will include clinical data such as laboratory test results and pharmaceuticals dispensed, Community Partner visit claims, clinic scheduling information, and productivity metrics.

## **CURRENT STATE**

The new payment methodology under the Waiver and the data needs resulting from the ACA cannot be met with DHS' current data systems as they are unable to provide information supporting three critical functions: 1) revenue maximization; 2) monitoring patient experience and quality of care; and 3) optimizing resource use under a managed care capitation payment system. To achieve these objectives, disparate data from multiple source systems must be accurately and efficiently integrated into a single enterprise data warehouse.

Under the prior Waiver, DHS' reporting system, both manual and automated, allowed revenue to be maximized; however, under the new Waiver, the payment methodology is changed and DHS' current data systems cannot provide the detailed data necessary to maximize Waiver revenue. Under the new methodology, increased managed care payments from Healthy Way LA, Seniors and Persons with Disabilities, and other Medi-Cal managed care patients play a critical role in the reimbursement calculation. DHS' current system of collecting data involves retrieving data stored in three unconnected data silos, resulting in significant inefficiencies. The current DHS Enterprise Data Repository contains clinical and utilization data from our hospital information systems and the DHS Managed Care Services data warehouse contains health plan eligibility information and out-of-network utilization data. The financial data repository contains financial data from Medi-Cal paid claims. Additionally, data across DHS facilities and from external source systems are not standardized. The Department's current data capabilities are insufficient to meet our data needs and to support our ability to maximize Waiver revenues.

Consulting services from Sierra Systems, Inc. were procured using an Information Technology Support Services Master Agreement fixed price deliverable work order to perform an analysis of the future Waiver cost reporting requirements and provide recommendations for how best to replace the current financial data repository. Sierra's assessment concluded that the Waiver cost report should be based on a single enterprise-wide data warehouse platform, with an identity management tool and Business Intelligence reporting software. A single data warehouse will enable DHS in Phase One of this project to produce a Waiver cost report that will maximize revenue, and in Phase Two will leverage the platform for numerous other data needs including monitoring patient experience and optimizing resource use under capitation.

## **EPDR PROCUREMENT PROCESS**

The implementation of the EPDR will require software, hardware, and services. In order to align with DHS and County IT strategic plans and maximize investments, the procurement process sought to leverage existing resources where necessary. Based on Sierra's analysis, the Department determined that Oracle Corporation's commercial off-the-shelf healthcare data model (Oracle Healthcare Data Warehouse Foundation) was among the highest-rated on the market. In addition to optimally meeting DHS's analytic and reporting needs, purchase of the Oracle software data model would enable the Department to leverage existing Oracle licenses and Oracle-based hardware. The Business Intelligence reporting tool will use existing County IBM/Cognos licenses. IBM's identity management software (IBM InfoSphere Master Data Management Patient Hub) will be purchased under the County's existing software agreement with IBM. This software will enable patient data from multiple sources to be linked together, which is essential for an EPDR. The IBM software is the highest rated identity management software on the market and is installed in a large number of healthcare systems.

Implementation of the healthcare data model also requires professional services to deploy the EPDR. In order to ensure the EPDR is implemented in time to produce the FY 2010-11 final Waiver cost report in January 2014, DHS discussed possible procurement strategies with the County Chief Information Office (CCIO) and the Chief Executive Office. The three departments, with the concurrence of County Counsel, determined that the most expeditious approach is to obtain the necessary software and services through the CCIO's existing Master Services Agreements (MSA).

Although the MSAs are not set up for a competitive procurement process, the three departments determined that it would be appropriate to obtain proposals from both potential vendors. Oracle and IBM were asked to submit fixed price deliverable proposals based on a set of DHS requirements for Waiver cost reporting (Phase One) and additional operational and clinical data requirements (Phase Two) related to the ACA. Both firms were provided the same information and opportunities to ask questions and meet with DHS to develop their proposals. In addition, specific instructions were issued to facilitate standardized responses. A team of DHS IT and other subject matter experts using uniform criteria reviewed the proposals and pricing. Both Oracle and IBM were asked for a best and final price for Phase One. The DHS Director of Contracts and Grants provided guidance and oversight during the entire procurement process to ensure that a fair and impartial process was conducted. At the end of this process, Oracle was the top ranked, lowest cost proposer. DHS proposes procuring the Oracle Healthcare Data Warehouse Foundation data model through the County's Oracle Software Agreement. In addition, DHS' existing IT database is from

Each Supervisor  
March 4, 2013  
Page 4

Oracle and DHS can leverage existing Oracle licenses for a discount on the new data warehouse software.

Based on the Oracle fixed price deliverable proposal, the firm will be responsible for implementation of a DHS data governance structure, data profiling and process remediation, implementation of the IBM identity management software, programming required to map source data into the healthcare data model, and producing reports and analytical capabilities. As allowed under the MSA, subcontractors will be used for identified deliverables under the Statement of Work. The cost for Phase One is approximately \$10.9 million for services and \$5.3 million for software; Phase Two is estimated at \$6.8 million.

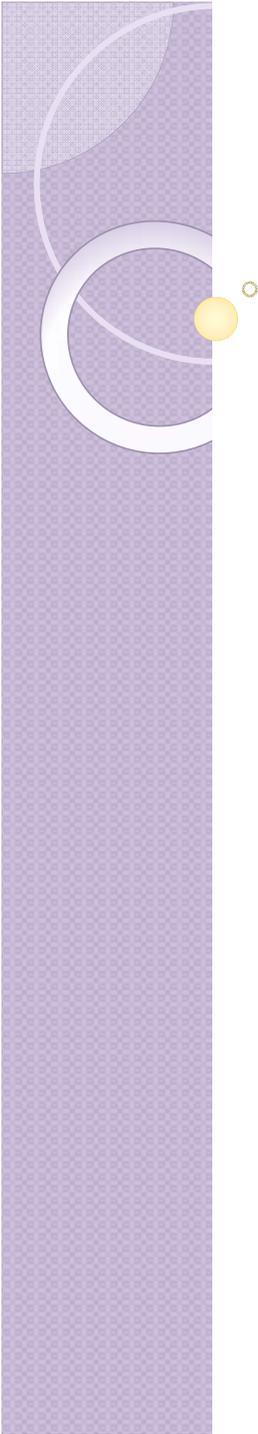
## **NEXT STEPS**

In accordance with the CCIO's MSA guidelines, Board approval is required for projects that exceed \$300,000. DHS is currently working with Oracle to finalize the Statement of Services for the MSA work order and anticipates presenting a recommendation to the Board at the April 16, 2013 meeting requesting approval of a work order for Phase One of the EPDR project. We will also be requesting delegated authority to enter into a second fixed-price work order for Phase Two, not to exceed \$6.8 million.

If you have any questions, please let me know or your staff can contact Anish Mahajan, M.D., DHS Director for System Planning, Improvement and Data Analytics at 213-240-8416.

MHK:kh

c: Chief Executive Office  
Chief Information Office  
County Counsel



# IT Standards Management Framework

Presentation to the  
Operations Cluster  
March 14, 2013

Office of the CIO





# Need for IT Standards Management Framework

- (Ord. 95-0073 § 2 (part), 1995.): Adopt standards for countywide information technology which shall be subject to approval by the Board of Supervisors. County departments and county information technology bodies shall adhere to such standards.
- Define process to identify, establish, and manage IT standards.
- Update Board Policy 6.020 (Information Technology Contract and Procurement Review) to focus on ensuring compliance with County IT standards and directions, and conformance with the department's Business Automation Plan.
- Clarify Board approved IT Standards vs. CIO Preferred Technologies



# Four Types of Standards

- **Technical Standard:** Detailed information technology specifications developed in response to Board policies and County Strategic Goals, e.g. information security standards in support of Board Policies 6.100 – 6.112.
- **Product Standard:** IT products and solutions recommended by CIO and approved by the Board. Product standards are critical in establishing conformity, facilitating interoperability, and for achieving efficiencies and economies of scale, e.g. CGI Advantage.
- **Process Standard:** Established, mandatory business practices that supports IT projects and systems to improve outcomes, mitigate risks and increase reliability, e.g. Data center operations and disaster recovery standards.
- **Reference Standard:** Industry and regulatory standards adopted and/or adapted for County use, e.g. HIPAA and HITECH.



# Benefits

## **Efficiency**

Reduced effort, cost and uncertainty through well-designed processes and common standards.

## **Integrity**

Reduced risk/better compliance with regulatory and industry practices.

## **Effectiveness**

Better service quality resulting in improved performance, and ability to adapt and scale across County departments.

## **Agility**

Ability to change more quickly with managed cost and risk and to absorb regulatory changes.



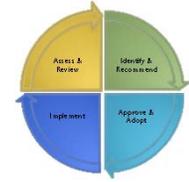
# County Preferred Technologies

- Preferred technologies are those that have gained significant deployment among County departments, usually as a result of industry dominance, e.g. Windows-based desktops, Microsoft Office, Microsoft Outlook, Microsoft SQL Server and Oracle database software.
- Adoption of these preferred technologies in collaboration with the CIO Council facilitates economies of scale and interoperability.

# Standards Lifecycle



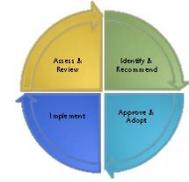
# Identify & Recommend



- **Business drivers**, e.g. efficiencies, interoperability, information security
- **Strategic directives**, e.g. shared services, economies of scale,
- **Regulatory requirement**, e.g. HIPAA, HITECH
- **Common capabilities**, e.g. document management, e-mail, business intelligence, server virtualization, Internet portal
- **Industry standards**, e.g. NIST, IEEE, ISO

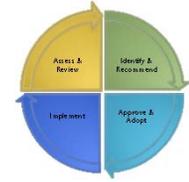
Resulting in:  
Technical Standards  
Product Standards  
Process Standards  
Reference Standards

# Approve & Adopt



- **Board approval of IT standards**
  - Enterprise License Agreements/Master Agreements, e.g. Adobe Lifecycle Reader Extensions, Cognos, IBM WebSphere Portal, Symantec, PointSec, Cisco VOIP and EMC Documentum.
  - Master Service Agreements, e.g. Microsoft, Oracle, IBM, and EMC.
  - Countywide service contracts, e.g. Online Payment Processing and Managed Print Services
- **CIO adoption of preferred technologies**
  - Software, e.g. Microsoft Office, Oracle/SQL Server/DB2 databases, and VMWare.
  - Hardware, e.g. Consolidated Computer Purchase Program and Consolidated Video Purchase Program

# Implement



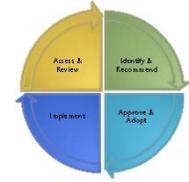
## ➤ Align Sourcing Strategy

- Enterprise license and master agreements
- Master services agreements
- Technical specifications
- Shared Services/Centralized Infrastructures

## ➤ Ensure Compliance

- Board Policy 6.020 – CIO review of IT procurements
- CIO delegated authority for reviewing and approving exemptions
- CIO Analysis for Board Agreements

# Assess & Review



## ➤ Evaluate Effectiveness

- Achieve cost savings
- Realize operational efficiencies
- Facilitate interoperability and business agility

## ➤ Review standards

- New business requirements
- Emerging technologies
- Strategic realignment
- Cost-benefit



# Recommendations

- Approval of updated Board Policy 6.020
- Collaborate with CIO Council and Leadership Committee to:
  - Review and establish standards process and guidelines;
  - Review and recommend Board approval of selected preferred technologies as IT Standards; and
  - Establish review timetable and identify standards for upcoming review.

<b>County of Los Angeles</b> <b>Enterprise IT Standards and Directions 2012</b> (Exceptions require CIO Approval)		BOARD ADOPTED STANDARD	COUNTY PREFERRED TECHNOLOGY
<b>Operating Systems</b>			
Client Operating System	Microsoft Windows*		✓
Enterprise Server Operating System	Windows Server*, Red Hat Enterprise Linux		✓
Midrange/Department	IBM AIX, HP-UX		✓
Mobile	BlackBerry, Microsoft Exchange ActiveSync support, Windows Mobile, Apple iOS		✓
<b>Networks</b>			
WAN	Enterprise Network, LANet		✓
LAN	CISCO		✓
<b>Security</b>			
Antivirus	Symantec (SEP), McAfee (ToPS)		✓
Antispyware	Symantec (SEP), McAfee (ToPS)		✓
Host Intrusion Protection	Symantec (SEP), McAfee (ToPS)		✓
Desktop Firewall	Microsoft Windows Firewall, Symantec (SEP), McAfee(ToPS)		✓
Full Disk Encryption	Check Point (formerly Pointsec)	✓	
Removable Media Protection	Safend		✓
Patch Management	Lumension, Symantec Altiris		✓
Email Security	Cisco IronPort Email Security Appliances, Symantec Brightmail	✓	
Mobile Device Management	Symantec		✓
Network Firewall	Cisco PIX Firewalls		✓
Network Intrusion Prevention	Cisco, HP TippingPoint		✓
Internet Access Control & Filtering	Blue Coat		✓
Secure File Exchange	Globalscape		✓
Vulnerability Assessment	McAfee Vulnerability Manager	✓	
<b>Remote Access</b>			
Remote Access	Juniper SSL VPN, Microsoft Outlook Web Access		✓
Two Factor Authentication	RSA SecurID	✓	
<b>Desktop Management</b>			
Directory Services	Microsoft Active Directory		✓
Desktop Configuration Management	Symantec Altiris, Microsoft System Center		✓
<b>Office Productivity Software</b>			
Desktop Office Suite (Word Processor, Spreadsheet, and Presentation)	Microsoft Office*		✓
E-mail	Microsoft Outlook/Exchange*		✓
PDF	Adobe Acrobat Professional*		✓
PDF Forms	Adobe LiveCycle Reader Extension	✓	
<b>Web Browser and Content</b>			
Browser	Microsoft Internet Explorer*		✓
Web Content Management	IBM Web Content Manager	✓	
Portal Software	IBM WebSphere Portal	✓	
<b>Databases and Reporting</b>			
Database Architecture	SQL-compliant		✓
Database Software	Oracle, Microsoft SQL Server*, IBM DB2		✓
Business Intelligence/Ad Hoc Report Writer	Cognos Business Intelligence Product Suite	✓	

<b>County of Los Angeles</b> <b>Enterprise IT Standards and Directions 2012</b> (Exceptions require CIO Approval)		BOARD ADOPTED STANDARD	COUNTY PREFERRED TECHNOLOGY
<b>Video Conferencing/Web Collaboration</b>			
Video Conferencing	Central Hosted Video Conferencing Services		✓
Web Collaboration	Cisco WebEx, Citrix GoToMeeting		✓
<b>Systems Management</b>			
Server Virtualization	VMware		✓
Deduplication, Backup, Archive	Commvault		✓
<b>Applications</b>			
Geospatial Information Services (GIS)	ESRI ArcGIS, OGC-compliant, and Latitude Geographics		✓
Enterprise Content Management (ECM)	EMC Documentum	✓	
Enterprise Resource Planning (ERP) Financials (General Ledger, Accounting, Cost Accounting/Billing, Accounts Payable, Accounts Receivable, Budget, Contracts, Asset Management, Grants Management, Procurement/Inventory) Human Resources (Payroll, Personnel Administration, Position Control, Time Collection, Talent Management)	CGI Advantage (eCAPS/eHR)	✓	
Learning Management	SABA Learning Suite (Learning Net)	✓	
Employee Performance	SumTotal Total Performance (Performance Net)	✓	
Benefits and Leave Management	Buck Solutions	✓	

\*Maintained within one version of the current release



RICHARD SANCHEZ  
CHIEF INFORMATION OFFICER

## COUNTY OF LOS ANGELES

### CHIEF INFORMATION OFFICE

Los Angeles World Trade Center  
350 South Figueroa Street, Suite 188  
Los Angeles, CA 90071

Telephone: (213) 253-5600  
Facsimile: (213) 633-4733

October 18, 2012

To: Audit Committee

From: Richard Sanchez   
Chief Information Officer

### REVIEW OF BOARD POLICY 6.020 – CHIEF INFORMATION OFFICE BOARD LETTER APPROVAL

The Chief Information Office reviewed Board Policy 6.020 and recommends the following revisions:

1. Title – revised title to appropriately reflect the broadening of policy to include review of Information Technology (IT) solicitations, procurements, and contracts.
2. Purpose – made revisions to narrative to reflect broadening of policy to include review of IT solicitations, procurements, and contracts.
3. Policy Section – added policy language to reflect the broadening of policy to review of IT solicitations, procurements, and contracts for conformance with departmental Business Automation Plans and compliance with County policies, standards, or directives
4. Date Issued/Sunset Date – extended the sunset review date to December 31, 2016.

If you have any questions, please contact me or your staff may contact Greg Melendez at (213) 253-5600 or [gmelendez@cio.lacounty.gov](mailto:gmelendez@cio.lacounty.gov).

RS:pg

Attachments (1)

c: Executive Officer, Board of Supervisors



Los Angeles County  
**BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
6.020	<b>Chief Information Office Board Letter Approval <u>Information Technology Contract and Procurement Review</u></b>	06/03/97

### PURPOSE

To achieve maximum integration and efficiency in the implementation of information management systems. County departments have initiated or modified information management systems to increase efficiency within their operations and to improve or expand service delivery to the public. It is therefore, essential for the Chief Information Officer to review all requests from County departments for the purpose of ensuring continuity Countywide.

To establish a review process of Information Technology (IT) solicitations, procurements, and contracts to ensure compliance to County IT standards, consistency with County IT directions, and conformance to department IT Business Automation Plans.

### REFERENCE

June 3, 1997 Board Order, [Synopsis 104](#)

June 5, 1997 Chief Administrative Memorandum, "[Review of Automation-Related Board Letter by Chief Information Officer](#)"

June 24, 1997 Chief Administrative Officer and Chief Information Officer Joint Signature Memorandum, "[Chief Information Officer Review of Automation/Communications-Related Acquisitions and Services](#)"

April 1, 1999 Chief Information Officer Memorandum "[Procedure for Chief Information Officer Review of Board Letters](#)"

May 13, 2003 [Board Order 35](#)

November 17, 2011 [Chief Information Officer update to the "CIO Analysis"](#)

### POLICY

The Chief Information Officer, prior to placement on the Board Agenda, must review all

requests concerning the approval of actions related to the design, acquisition, expansion, or purchase of automated systems.

In addition, the June 24, 1997 memo expanded the existing policy to require department heads to also obtain Chief Information Officer **review and approval on all purchases or consultant agreements** for computer-based or telecommunications-related software, equipment or services prior to finalizing such acquisitions or agreements.

Each department will submit to the Chief Information Officer for review all requests for lease, purchase, or other contractual acquisition of IT hardware, software, and services. The Chief Information Officer will review requests for **conformance with the requesting department's IT Business Automation Plan (BAP) and compliance with County policies, standards, and directives.** If the request is not in conformance or compliance, the Chief Information Officer may disapprove the request or require justification for the departure from BAP, County policy, standards, or directives.

This policy covers the following:

- IT requests prior to placement on the Board of Supervisors Agenda;
- IT purchases prior to actual purchase transaction; and
- Competitive IT bid solicitations prior to issuance.

#### RESPONSIBLE DEPARTMENT

---

Chief Information Office

#### DATE ISSUED/SUNSET DATE

---

**Issue Date: June 3, 1997**  
**Review Date: November 15, 2001**  
**Review Date: July 22, 2004**  
**Review Date: November 14, 2008**  
**Review Date: October 25, 2012**

**Sunset Review Date: June 3, 2001**  
**Sunset Review Date: September 17, 2003**  
**Sunset Review Date: December 31, 2008**  
**Sunset Review Date: December 31, 2012**  
**Sunset Review Date: December 31, 2016**



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District  
MARK RIDLEY-THOMAS  
Second District  
ZEV YAROSLAVSKY  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

April 2, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS:  
INFORMATION TECHNOLOGY OCCUPATIONAL STUDY (PHASE II)  
AND OTHER CLASSIFICATION ACTIONS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by changing the Management Appraisal and Performance Plan (MAPP) designation and title of a non-represented classification, by deleting classifications, by implementing the findings of the Countywide Information Technology (IT) Occupational Study, and by reclassifying positions in various County departments.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to change the MAPP designation and title for one (1) non-represented classification in the Sheriff Department; to delete two (2) non-represented classifications; to reclassify 43 positions in the Department of Public Health (DPH) as part of the ongoing implementation of the Countywide IT Occupational Study; and to reclassify nine (9) positions to implement results of classification studies in the Departments of Children and Family Services, Coroner, Health Services, Internal Services and Registrar-Recorder/County Clerk.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

**MAPP Designation and Title Change**

We are recommending a change in the MAPP Designation and status of the Division Director, Sheriff from S18 to R18 (Attachment A). According to the Sheriff Department's current organizational structure, the position reports directly to the Undersheriff, the third level in line of authority and should be designated as "unclassified" based on Measure A. Since all unclassified positions are paid on MAPP Tier I (the "R" ranges), the position no longer meets the criteria for the MAPP Tier II pay range. There will be no change to the employee's actual pay range or pay.

### Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of one (1) vacant represented classification and two (2) non-represented classifications (Attachment A). The Employee Relations Commission (ERCOM) has approved the deletion of the represented class and the affected department has been informed of and has consented to this deletion. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

### Countywide Information Technology Occupational Study – Phase II

Phase II of the Countywide IT Occupational Study covers the classification and allocation of supervisory and management IT positions. Previously your Board has approved the creation of nine IT management and supervisory classifications along with four "principal" level IT classifications that reflect current-day IT practices of public and private sector organizations. As Phase II is implemented, lower level IT related positions are reviewed and reclassified and organizational structures are realigned where appropriate.

As part of the continuing implementation of Phase II of the Countywide IT Occupational Study, we have reviewed a total of 89 positions in the Department of Public Health and are recommending reclassification of 43 positions. These actions will provide the appropriate organizational structure and position allocation and will assist with the recruitment and retention of technically skilled staff and aid in reducing reliance on contract agency personnel.

### Reclassifications

Based upon individual position studies, we recommend that nine (9) positions in five (5) departments be reclassified (Attachment C). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions are more appropriately classified in the recommended classes.

### Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

**FISCAL IMPACT/FINANCING**

The projected budgeted annual cost savings for the 52 positions that will be reclassified is estimated to be \$221,429 (all funds). The Net County cost is estimated to be \$132,868. The breakdown of these actions is as follows:

<b>Action</b>	<b>Total Budgeted Cost</b>	<b>Net County Cost</b>
Children and Family Services Reclass	\$10,173	\$9,388
Coroner Reclass	(\$3,203)	(\$3,203)
Health Services - Administration Reclass	(\$33,577)	\$0
Internal Services Reclass	\$0	\$0
Public Health Information Technology Reclass	\$246,987	\$126,432
Registrar-Recorder/County Clerk Reclass	\$1,049	\$251
<b>Total</b>	<b>\$221,429</b>	<b>\$132,868</b>

Cost increases associated with the upward and downward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors  
April 2, 2013  
Page 5

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:BC:JA  
AE:KP:ra

Attachments (3)

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Human Resources  
Affected Departments

n:\classification\abcd - board letters - working file\reclass letter (general) - april 2, 2013\4-2-13 general reclass board ltr (4).doc

**ATTACHMENT A**

**NON-REPRESENTED CLASS RECOMMENDED  
FOR TITLE CHANGE AND MAPP DESIGNATION CHANGE**

Item No.	Current Title	Current Salary Schedule & Level		Recommended Title	Recommended Salary Schedule & Level	
		N23	S18		N23	R18
1069	Division Director, Sheriff	N23	S18	Division Director, Sheriff (UC)	N23	R18

**REPRESENTED CLASSIFICATION  
RECOMMENDED FOR DELETION**

Item No.	Title
5579	Nephrology Technician

**NON-REPRESENTED CLASSIFICATIONS  
RECOMMENDED FOR DELETION**

Item No.	Title
1076	Administrative Manager IX, ISD
9182	Assistant Coordinator, Welfare Recipient Vendor Program

COUNTYWIDE INFORMATION TECHNOLOGY  
OCCUPATIONAL STUDY – PHASE II

RECOMMENDED RECLASSIFICATIONS FOR IT POSITIONS

**PUBLIC HEALTH – CHILDREN’S MEDICAL SERVICES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Supervisor III Item No. 2597N NM 106J Non-Represented	1	Information Technology Manager I Item No. 2565N N23 S11 Non-Represented

**PUBLIC HEALTH – DIVISION OF HIV AND STD PROGRAMS**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Supervisor II Item No. 2596A NM 104B Non-Represented	1	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
1	Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented	1	Senior Information Technology Aide Item No. 2585A NM 77F Represented

**PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Application Developer II Item No. 2521A N2M 92C Represented	1	Senior Application Developer Item No. 2525A NM 97B Represented
1	Information Systems Analyst Aid Item No. 2588A NM 82L Represented	1	Senior Information Technology Aide Item No. 2585A NM 77F Represented
1	Information Systems Analyst I Item No. 2590A NM 89F Represented	1	Senior Application Developer Item No. 2525A NM 97B Represented

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Analyst I Item No. 2590A NM 89F Represented	1	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented
1	Information Systems Analyst II Item No. 2591A NM 92B Represented	1	Information Technology Technical Support Supervisor Item No. 2548A NM 95F Non-Represented
1	Information Systems Analyst II Item No. 2591A NM 92B Represented	1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
1	Information Systems Analyst II Item No. 2591A NM 92B Represented	1	Senior Operating Systems Analyst Item No. 2551A NM 100C Represented
1	Information Systems Analyst II Item No. 2591N NM 92B Represented	1	Operating Systems Analyst Item No. 2550A NM 95B Represented
1	Information Systems Analyst II Item No. 2591N NM 92B Represented	1	Operating Systems Analyst Item No. 2550N NM 95B Represented
2	Information Systems Manager I Item No. 2573A NM 109H Non-Represented	2	Information Technology Manager II Item No. 2571A N23 S12 Non-Represented
1	Information Systems Manager I Item No. 2573N NM 109H Non-Represented	1	Information Technology Manager III Item No. 2574A N23 S13 Non-Represented
1	Information Systems Manager I Item No. 2573N NM 109H Non-Represented	1	Principal Information Systems Analyst Item No. 2594N NM 103H Non-Represented

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Supervisor I Item No. 2595A NM 99E Non-Represented	1	Principal Network Systems Administrator Item No. 2561A NM 103H Non-Represented
2	Information Systems Supervisor I Item No. 2595A NM 99E Non-Represented	2	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
2	Information Systems Supervisor II Item No. 2596A NM 104B Non-Represented	2	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
1	Information Technology Technical Support Analyst II Item No. 2546A NM 87F Represented	1	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented
1	Network Systems Administrator II Item No. 2559A NM 93F Represented	1	Operating Systems Analyst Item No. 2550A NM 95B Represented
1	Senior Application Developer Item No. 2525A NM 97B Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
1	Senior Application Developer Item No. 2525A NM 97B Represented	1	Principal Application Developer Item No. 2526A NM 103E Non-Represented
1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented	1	Information Technology Specialist I Item No. 2569A NM 109H Non-Represented
1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented	1	Information Technology Technical Support Supervisor Item No. 2548A NM 95F Non-Represented

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented	2	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
1	Senior Information Systems Analyst Item No. 2593N NM 99E Non-Represented	1	Information Technology Technical Support Supervisor Item No. 2548N NM 95F Non-Represented
1	Senior Information Systems Analyst Item No. 2593N NM 99E Non-Represented	1	Senior Operating Systems Analyst Item No. 2551N NM 100C Represented
1	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented	1	Information Technology Supervisor Item No. 2598A NM 104H Non-Represented
2	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented	2	Information Technology Technical Support Analyst II Item No. 2546A NM 87F Represented
1	Senior Network Systems Administrator Item No. 2560A NM 97F Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
2	Senior Network Systems Administrator Item No. 2560A NM 97F Represented	2	Operating Systems Analyst Item No. 2550A NM 95B Represented
2	Senior Network Systems Administrator Item No. 2560A NM 97F Represented	2	Senior Operating Systems Analyst Item No. 2551A NM 100C Represented
1	Senior Network Systems Administrator Item No. 2560N NM 97F Represented	1	Principal Operating Systems Analyst Item No. 2552N NM 104H Non-Represented

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Student Professional Worker I Item No. 8243F Flat Hourly \$11.99 Represented	2	Student Professional Worker, Information Technology Item No. 2482F Flat Hourly \$18.90 Non-Represented

**PUBLIC HEALTH – SUBSTANCE ABUSE PREVENTION AND CONTROL**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Supervisor III Item No. 2597N NM 106J Non-Represented	1	Information Technology Manager I Item No. 2565N N23 S11 Non-Represented

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION****CHILDREN AND FAMILY SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Administrative Services Manager I Item No. 1002A NM 93C Non-Represented	Children Services Administrator I Item No. 9086A 98F Non-Represented

The subject position reports to a Children Services Administrator II and provides support to the major children's services programs administered by the Bureau of the Medical Director. Specifically, it assists in researching, reviewing, and compiling data/responses regarding child fatalities and other inquiries from Civil Grand Jury Reports, Office of the Board/Commission Relations, the department's Risk Management Office, and the public.

The duties and responsibilities assigned to this position are consistent with the class concept and allocation standards for Children Services Administrator I which, by definition, assists in the development or administration of a children's services program for adoption, foster care, protective services and specialized programs or provides support services for these and other programs in the department. Therefore, we recommend upward reclassification to Children Services Administrator I.

**CORONER**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Senior Typist-Clerk Item No. 2216A NMV 67D Represented	Warehouse Worker Aid Item No. 2329A NM 65G Represented

The subject position reports to an Administrative Services Manager II and is assigned to the Administrative Unit, where it operates a warehouse. Its primary duties are to ensure that regular supplies are in stock as well as receiving, stocking, inventorying, and ordering non-stock items.

The duties and responsibilities assigned to this position meet the allocation criteria for Warehouse Worker Aid, a class which performs a combination of routine, manual and supply-clerical duties related to handling materials and supplies associated with a supply operation. Therefore, we recommend downward reclassification to Warehouse Worker Aid.

## **HEALTH SERVICES - ADMINISTRATION**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Head, Management Services, Health Services Item No. 1077A NM 106B Non-Represented	Administrative Services Manager I Item No. 1002A NM 93C Non-Represented

The subject position reports to the Emergency Services (EMS) Assistant Director and is assigned to the EMS Administrative and Fiscal Services area. The position is responsible for overseeing six (6) professional staff dedicated to fiscal responsibilities. The duties include development of the EMS budget; monitoring budget performance to ensure budget objectives are met; reviewing, evaluating and implementing fiscal impact of program activities; participating in the development of plans for reallocating funds to meet changing departmental priorities and managing all payments to private providers and other County departments; as well as managing the financial functions for the various grants received by EMS.

Based on the scope of responsibilities, this position meets the allocation criteria for Administrative Services Manager I, which serves in a supervisory role, and plans, organizes, assigns, and evaluates the work of a unit of lower-level analysts and support staff in a line department. Therefore, we recommend downward reclassification to an Administrative Services Manager I.

**INTERNAL SERVICES DEPARTMENT**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Section Manager, Information Technology, ISD Item No. 2578A NM 109H Non-Represented	Information Technology Specialist, ISD Item No. 2568A NM 109H Non-Represented

The subject position is assigned to the Data Center Infrastructure Section, Operations Division, Computing Services Branch and is reporting to a Section Manager. Its primary function will be to provide project consultation to application development and facilities staff on new product capabilities and technical specifications. Other responsibilities include designing, developing, implementing and monitoring software license deployment and usage to ensure compliance.

The duties and responsibilities assigned to this position meet the allocation standards for Information Technology Specialist, ISD, a class which is responsible for acting as a consultant to project managers, departmental management, and customer management, or performing technical work in a specialized field of information technology. Therefore, we recommend a lateral reclassification to Information Technology Specialist, ISD

**REGISTRAR-RECORDER/COUNTY CLERK**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
5	Information Systems Analyst II Item No. 2591A NM 92B Represented	Application Developer II Item No. 2521A N2M 92C Represented

The subject positions reports to a Principal Application Developer with four (4) of the five (5) positions assigned to the Systems Development Section. The primary responsibility of these positions involves programming, such as coding, developing, implementing and maintaining department specific information systems, building custom databases, creating custom programming source code, and maintaining departmental systems.

The remaining position is assigned to the Election Tally Systems Section, where it supports and develops systems that support election business processes (e.g. candidate filing applications, sample ballot booklets, ballot layout design, and election results reporting process).

The duties and responsibilities of positions allocated to Application Developer II include the analysis, design, evaluation, development, coding, testing, and maintaining of application systems. Therefore, we are recommending a slight upward reclassification to Application Developer II for all five positions.

## **ANALYSIS**

This ordinance amends Title 6 – Salaries, of the Los Angeles County Code by

- Changing the title and MAPP designation of one (1) non-represented classification;
- Deleting two (2) non-represented classifications; and
- Adding and/or deleting and changing certain classifications and numbers of ordinance positions in the departments of Children and Family Services, Coroner, Health Services, Internal Services, Public Health and Registrar-Recorder/County Clerk.

JOHN KRATTLI  
County Counsel

By: \_\_\_\_\_  
RICHARD D. BLOOM  
Principal Deputy County Counsel  
Labor & Employment Services Division

RDB:kp

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.28.050 is hereby amended to change the title and salary of the following class:

<b>ITEM NO.</b>	<b>TITLE</b>	<b>EFFECTIVE DATE</b>	<b>SALARY OR SALARY SCHEDULE AND LEVEL</b>	
1069	<del>DIVISION DIRECTOR, SHERIFF</del>	10/01/2006	N23	R16
	<u>DIVISION DIRECTOR, SHERIFF(UC)</u>	04/01/2007	N23	S18
		07/01/2007	N23	S18
		01/01/2008	N23	S18
		01/01/2009	N23	S18
		_____*	<u>N23</u>	<u>R18</u>

**SECTION 2.** Section 6.28.050 is hereby amended to delete the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
1076	ADMINISTRATIVE MANAGER IX,ISD	01/01/2006		97G
		10/01/2006		99A
		07/01/2007	NN	99A
		01/01/2008	NN	100B
		07/01/2008	NM	100B
		01/01/2009	NM	101C
9182	<del>ASST COORD,WELFARE RECIP VEND PROG</del>	01/01/2006		77J
		10/01/2006		79C
		07/01/2007	NN	79C
		01/01/2008	NN	80D
		07/01/2008	NM	80D
		01/01/2009	NM	81E

**SECTION 3.** Section 6.52.010 (Department of Coroner) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2329A</u>	<u>1</u>	<u>WAREHOUSE WORKER AID</u>

**SECTION 4.** Section 6.52.010 (Department of Coroner) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2216A	<del>42</del> <u>11</u>	SENIOR TYPIST-CLERK

**SECTION 5.** Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	<del>57</del> <u>56</u>	ADMINISTRATIVE SERVICES MANAGER I
9086A	<del>242</del> <u>243</u>	CHILDREN SERVICES ADMINISTRATOR I

**SECTION 6.** Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>2521A</del>	<del>4</del>	<del>APPLICATION DEVELOPER II</del>
<del>2573A</del>	<del>2</del>	<del>INFORMATION SYSTEMS MANAGER I</del>
<del>2573N</del>	<del>2</del>	<del>INFORMATION SYSTEMS MANAGER I</del>
<del>2596A</del>	<del>2</del>	<del>INFORMATION SYSTEMS SUPERVISOR II</del>

**SECTION 7.** Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2565A</u>	<u>2</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>
<u>2574A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER III</u>

<u>2598A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY SUPERVISOR</u>
<u>2548A</u>	<u>2</u>	<u>IT TECHNICAL SUPPORT SUPERVISOR</u>
<u>2548N</u>	<u>1</u>	<u>IT TECHNICAL SUPPORT SUPERVISOR</u>
<u>2550A</u>	<u>4</u>	<u>OPERATING SYSTEMS ANALYST</u>
<u>2550N</u>	<u>1</u>	<u>OPERATING SYSTEMS ANALYST</u>
<u>2594N</u>	<u>1</u>	<u>PRINCIPAL INFO SYSTEMS ANALYST</u>
<u>2552N</u>	<u>1</u>	<u>PRINCIPAL OPERATING SYSTEMS ANALYST</u>
<u>2551A</u>	<u>3</u>	<u>SENIOR OPERATING SYSTEMS ANALYST</u>
<u>2551N</u>	<u>1</u>	<u>SENIOR OPERATING SYSTEMS ANALYST</u>

**SECTION 8.** Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
2590A	<del>5</del> <u>3</u>	INFORMATION SYSTEMS ANALYST I
2591A	<del>9</del> <u>6</u>	INFORMATION SYSTEMS ANALYST II
2591N	<del>46</del> <u>14</u>	INFORMATION SYSTEMS ANALYST II
2588A	<del>4</del> <u>3</u>	INFORMATION SYSTEMS ANALYST AID
2595A	<del>5</del> <u>2</u>	INFORMATION SYSTEMS SUPERVISOR I
2571A	<del>4</del> <u>3</u>	INFORMATION TECHNOLOGY MANAGER II
2569A	<del>2</del> <u>3</u>	INFORMATION TECHNOLOGY SPECIALIST I
2546A	<del>6</del> <u>7</u>	IT TECHNICAL SUPPORT ANALYST II

2559A	<del>2</del>	<u>1</u>	NETWORK SYSTEMS ADMINISTRATOR II
2526A	<del>3</del>	<u>4</u>	PRINCIPAL APPLICATION DEVELOPER
2594A	<del>3</del>	<u>7</u>	PRINCIPAL INFO SYSTEMS ANALYST
2561A	<del>4</del>	<u>2</u>	PRINCIPAL NETWORK SYSTEMS ADMIN
2593A	<del>40</del>	<u>9</u>	SENIOR INFORMATION SYSTEMS ANALYST
2593N	<del>7</del>	<u>5</u>	SENIOR INFORMATION SYSTEMS ANALYST
2585A	<del>4</del>	<u>2</u>	SENIOR INFORMATION TECHNOLOGY AIDE
2547A	<del>44</del>	<u>10</u>	SENIOR IT TECHNICAL SUPPORT ANALYST
2560A	<del>44</del>	<u>6</u>	SR NETWORK SYSTEMS ADMINISTRATOR
2560N	<del>5</del>	<u>4</u>	SR NETWORK SYSTEMS ADMINISTRATOR
8243F	<del>76</del>	<u>74</u>	STUDENT PROFESSIONAL WORKER I
2482F	<del>4</del>	<u>3</u>	STUDENT PROF WORKER,INFO TECH

**SECTION 9.** Section 6.77.015 (Department of Public Health – Division of HIV and STD programs) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>2596A</del>	<del>4</del>	<del>INFORMATION SYSTEMS SUPERVISOR II</del>

**SECTION 10.** Section 6.77.015 (Department of Public Health – Division of HIV and STD programs) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2594A</u>	<u>1</u>	<u>PRINCIPAL INFO SYSTEMS ANALYST</u>
<u>2585A</u>	<u>1</u>	<u>SENIOR INFORMATION TECHNOLOGY AIDE</u>

**SECTION 11.** Section 6.77.015 (Department of Public Health – Division of HIV and STD programs) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2214A	3 <u>2</u>	INTERMEDIATE TYPIST-CLERK

**SECTION 12.** Section 6.77.020 (Department of Public Health – Substance abuse prevention and control) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2597N	4	<del>INFORMATION SYSTEMS SUPERVISOR III</del>

**SECTION 13.** Section 6.77.020 (Department of Public Health – Substance abuse prevention and control) is hereby amended to add the following class and number of ordinance positions

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>2565N</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>

**SECTION 14.** Section 6.77.025 (Department of Public Health – Children’s medical services) is hereby amended to delete the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<del>2597N</del>	<del>4</del>	<del>INFORMATION SYSTEMS SUPERVISOR III</del>

**SECTION 15.** Section 6.77.025 (Department of Public Health – Children’s medical services) is hereby amended to add the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>2565N</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>

**SECTION 16.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1077A	4	<del>HEAD,MANAGEMENT SERVICES,HS</del>

**SECTION 17.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	<del>47</del> <u>18</u>	ADMINISTRATIVE SERVICES MANAGER I

**SECTION 18.** Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2568A	440 <u>111</u>	INFO TECHNOLOGY SPECIALIST,ISD
2578A	<del>44</del> <u>43</u>	SECTION MGR,INFO TECHNOLOGY,ISD

**SECTION 19.** Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2521A	<del>5</del> <u>10</u>	APPLICATION DEVELOPER II
2591A	<del>47</del> <u>12</u>	INFORMATION SYSTEMS ANALYST II

**SECTION 20.** Section 6.120.010 (Sheriff – Administration) is hereby amended to change only the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1069A	1	<del>DIVISION DIRECTOR, SHERIFF</del> <u>DIVISION DIRECTOR, SHERIFF(UC)</u>

**SECTION 21.** Section 6.120.014 (Sheriff – General support services) is hereby amended to change only the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1069A	1	<del>DIVISION DIRECTOR, SHERIFF</del> <u>DIVISION DIRECTOR, SHERIFF(UC)</u>

**SECTION 22.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary in the space provided for the compensation change to Section 6.28.050 of the County Code.

[RECLASSAPR2013KPCEO]



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District  
MARK RIDLEY-THOMAS  
Second District  
ZEV YAROSLAVSKY  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

April 2, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AMENDMENT OF TITLE 2 – TO REFLECT THE TRANSFER OF THE RECORDS  
MANAGEMENT PROGRAM  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the County Code to reflect the transfer of the County's Records Management Program from the Chief Executive Office (CEO) to the Registrar-Recorder/County Clerk (RR/CC). This action was initially approved by your Board on January 18, 2011, with the allocation of two positions to facilitate the new Countywide Records Management Program.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 2, Administration, of the County Code to reflect the earlier transfer of the Records Management Program from the CEO to the RR/CC by deleting Section 2.08.070 (Department of Chief Administrative Officer – Records Management Program) – and by adding Section 2.32.370 (Registrar-Recorder/County Clerk – Records Management Program).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

*"To Enrich Lives Through Effective And Caring Service"  
Please Conserve are **Two-Sided**  
Intra-County Correspondence Sent Electronically Only*

This action is purely administrative, and revises the County Code to reflect the transfer of the County's Records Management Program from the CEO to the RR/CC. The RR/CC already has assumed the lead role in the County's Records Management Program, and taken responsibility for the development and administration of Countywide records management efforts.

As part of the FY 2010-2011 Supplemental Budget, we allocated one (1) Administrative Services Manager I and one (1) Administrative Services Manager III to the RR/CC to facilitate the new Countywide Records Management Program. This action was approved by your Board on January 18, 2011.

The RR/CC is currently reviewing and revising the draft County General Records Retention Schedule, and will present their recommendations along with individual Departmental Records Retention Schedules, and relevant County-wide records management policies and guidelines for the Board's adoption.

#### **Implementation of Strategic Plan Goals**

The Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

#### **FISCAL IMPACT/FINANCING**

The shift in administration of the County's Records Management Program from the CEO to RR/CC has generated slight additional costs for RR/CC, and resulted in a cost savings for the CEO.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The accompanying ordinance implementing amendments to Title 2, Administration, of the County Code has been approved as to form by County Counsel.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these policy recommendations will enhance the operational effectiveness of the departments through the efficient operation of the County's Records Management Program.

The Honorable Board of Supervisors  
April 2, 2013  
Page 3

Respectfully submitted,

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:BC:JA  
SJM:AE:ra

c: Executive Office, Board of Supervisors  
County Counsel  
Registrar-Recorder/County Clerk  
Affected Departments

n:\classification\abcd - board letters - working file\coroner and reg rec letter\reg-rec board ltr (2).doc

DRAFT 3

## **ANALYSIS**

This ordinance amends Title 2 – Administration, of the Los Angeles County Code  
by

- Repealing Section 2.08.070 (Department of Chief Administrative Officer - Records management program) and;
- Adding Section 2.32.370 (Registrar-Recorder/County Clerk - Records management program).

JOHN KRATTLI  
County Counsel

By: \_\_\_\_\_  
RICHARD D. BLOOM  
Principal Deputy County Counsel  
Labor & Employment Services Division

RDB:

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 2 - Administration of the Los Angeles County Code, relating to the Records Management Program.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 2.08.070 (Chief Administrative Office) is hereby deleted in its entirety:

**~~2.08.070 Records management program.~~**

~~—A. The chief administrative officer shall develop and administer a comprehensive records management program, so that appropriate control and maximum economy is realized in the creation, maintenance, protection and disposition of records and forms by all departments of the county, by all public entities, and by all public bodies for which the board is required by law to adopt an annual budget.~~

~~—B. He/she shall provide counsel, assistance and direction to agencies referred to above in all matters related to the management and control of records and forms, including but not limited to correspondence management; the evaluation, design, consolidation, simplification and reproduction of forms; filing equipment and systems; records protection systems such as microfilming; storage; and disposal of records and preservation of historical documents. He/she shall prepare and maintain records management manuals which provide guidance to all agencies referred to above. He/she shall recommend to the board retention and disposition schedules for all records of agencies referred to above. Each agency whose schedule is approved by the board may make modifications thereto from time to time. Such changes must be approved by the chief administrative officer and shall in no event reduce record retention periods~~

~~below the periods required by law. He/she may require the designation of departmental records and forms coordinators.~~

**SECTION 2.** Section 2.32.370 (Registrar-Recorder/County Clerk) is hereby added to read as follows:

**2.32.370 Records management program.**

A. The registrar-recorder/county-clerk shall develop and administer a comprehensive records management program, so that appropriate control and maximum economy is realized in the creation, maintenance, protection and disposition of records and forms by all departments of the county, by all public entities, and by all public bodies for which the board is required by law to adopt an annual budget.

B. He/she shall provide counsel, assistance and direction to agencies referred to above in all matters related to the management and control of records and forms, including but not limited to correspondence management; the evaluation, design, consolidation, simplification and reproduction of forms; filing equipment and systems; records protection systems such as microfilming; storage; and disposal of records and preservation of historical documents. He/she shall prepare and maintain records management manuals which provide guidance to all agencies referred to above. He/she shall recommend to the board retention and disposition schedules for all records of agencies referred to above. Each agency whose schedule is approved by the board may make modifications thereto from time to time. Such changes must be approved by the registrar-recorder/county clerk and shall in no event reduce record retention periods below the periods required by law. He/she may require the designation of departmental records and forms coordinators.



**SECTION 3.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[FILENAME]