



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

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: January 6, 2011
TIME: 12:30 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 – Ellen Sandt

- A) **Board Letter – AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUNDS TO SUPPORT IMPLEMENTATION OF COUNTYWIDE TECHNOLOGY PROJECTS**
CIO – Rich Sanchez or designee

- B) **Upcoming IT Items**
CIO – Rich Sanchez or designee

- C) **eCAPS/eHR Update**
Auditor-Controller – Wendy Watanabe or designee

- D) **Board Letter – COUNTYWIDE CLASSIFICATION ACTIONS INFORMATION TECHNOLOGY OCCUPATIONAL STUDY**
CEO – Steve Masterson or designee

2. Public Comment

NOTICE OF CLOSED SESSION

CS-1 Discuss existing litigation matter

3. Adjournment



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
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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

January 4, 2011

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:

AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUNDS TO SUPPORT IMPLEMENTATION OF COUNTYWIDE TECHNOLOGY PROJECTS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

The Chief Executive Office and the Chief Information Office recommend Board authorization to: 1) utilize \$2,808,000 in Information Technology Fund monies for implementation of three countywide projects – Central Enterprise Content Management Infrastructure, Department of Human Resources Internet/Intranet site, and an eCAPS Grantor Tracking System; and 2) approve usage of County's Master Services Agreement Work Orders with EMC Documentum for the deployment of the Central Enterprise Content Management Infrastructure for a maximum amount of \$839,000.

JOINT RECOMMENDATION WITH THE CHIEF INFORMATION OFFICE THAT YOUR BOARD:

1. Authorize utilization of \$2,808,000 in Information Technology Funds to support the implementation of three countywide information technology projects that will improve countywide operations and provide operational efficiencies.
2. Approve execution of a series of work orders for consulting services under the County's Master Services Agreement with EMC Documentum to assist in the establishment of the Central Enterprise Content Management Infrastructure Project. Work orders will not exceed \$839,000 and are included in the total amount requested from the Information Technology Fund.

"To Enrich Lives Through Effective And Caring Service"

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Information Technology Fund (ITF) was established to fund countywide or multi-departmental technology projects that improve delivery of services to the public, generate operational improvements to one or more departments or programs, and improve inter-departmental or inter-agency collaboration.

This recommended action seeks Board authorization to award ITF grant funding totaling \$2,808,000 to support the implementation of three countywide information technology projects.

Central Enterprise Content Management Infrastructure

In July 2009, your Board approved an Enterprise Content Management (ECM) strategy to bring better management (i.e., creation, modification, retrieval, preservation, and disposition) of the growing amount of electronic documents and enable the County to provide more efficient and effective services to its constituents.

This strategy:

- Adopted EMC Documentum as the County's technology standard for ECM software to achieve economies for software licenses, software maintenance and support, and to increase interoperability among departments; and
- Identified the need to implement a central ECM infrastructure to facilitate greater sharing of information and processes between departments.

This project will:

- Benefit County departments through establishment of a central shared ECM infrastructure. The infrastructure will be deployed at the Internal Services Department Downey Data Center and will support existing and planned ECM systems;
- Implement three ECM pilot projects. The pilot projects (EMC/Microsoft SharePoint integration, County Records Management, and Human Resource Electronic Forms) will allow the County to gain insight and experience in the implementation of key ECM technologies. These projects will support the County's ability to simplify ECM deployments, comply with Federal/State regulatory mandates (e.g., Federal Rules of Civil Procedures) and the County's Records Management Initiative, and automate common manual, paper-based processes; and

- Provide first-year annual maintenance and support for the central infrastructure. This will cover the Internal Services Department (ISD) data center personnel and equipment required to support the base infrastructure. It will also fund ISD technical and programming resources required to support the operations of ECM systems using the infrastructure.

To support implementation of the central ECM infrastructure and three pilot projects, we are requesting Board authorization to execute a series of work orders totaling \$839,000 using the County's MSA with EMC Documentum.

Department of Human Resources (DHR) Internet/Intranet Website Redesign

DHR's Internet/Intranet Websites serve as important gateways for the public and employee access to County personnel information (e.g. employment opportunities, employee benefits, classification and salary information, vacancy transfer opportunities, etc.). This project will support the redesign of both sites to improve the overall "look and feel," features and usability. It will also integrate the County's online job search and online job application system on the DHR Internet that are externally hosted.

eCAPS Grantor Tracking System

The Los Angeles County Regional Park and Open Space District (RPOSD) is charged with the management, monitoring, and assessment of 2,000 grants totaling an estimated \$1.2 billion. Currently, RPOSD utilizes an obsolete and unsupported grants management system to support the administration of these grants.

This project will develop a scalable eCAPS Web-based Grant Tracking System (GTS) module to replace RPOSD's grant management systems and meet the future grantor needs of other County departments. The eCAPS GTS module will leverage the existing eCAPS grant and project accounting functionality and the County's American Recovery and Reinvestment Act grantee system. The project will be a collaborative effort by Regional and Open Space District/Parks and Recreation, Auditor-Controller, ISD, Chief Information Office, and the Chief Executive Office.

Implementation of Strategic Plan Goals

The recommended action is consistent with the County's Strategic Plan Goal No. 1, Operation Effectiveness, which is to maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING

Requested is authorization to fund the implementation of these countywide projects. The recommended cost breakdowns of the project are:

PROJECT DESCRIPTION	COST
Central Enterprise ECM Infrastructure	
Consulting services	\$839,000
Software	93,000
ISD infrastructure services (first year)	1,219,000
Contingency	108,000
Subtotal	\$2,259,000
DHR Internet/Intranet Website Redesign	
ISD Web development charges	\$150,000
Contingency	30,000
Subtotal	\$180,000
eCAPS Grantor Tracking System	
ISD programming services	\$280,000
Software	15,000
Contingency	74,000
Subtotal	\$369,000
TOTAL	\$2,808,000

Ongoing operations and maintenance of the Central Enterprise ECM Infrastructure and eCAPS Grantor Tracking System will be covered in eCAPS/eHR operating budget. DHR will fund maintenance and supports costs associated with their project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

There are no legal requirements or prohibitions related to this recommended action.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

These projects will provide the following benefits:

- A cost-effective common ECM infrastructure that can be leveraged by all County departments. This will enable consolidation of existing stand-alone infrastructures and achieve significant cost avoidance in building and supporting new separate

ECM installations by centralizing certain ECM components and technology support staff. Gartner, a leading IT research firm, estimates that a centralized infrastructure can save up to 20 percent in overall operating costs. Experience with County ECM engagements, indicates departments are spending up to 40 percent of the total project cost to stand-up these infrastructures. In addition, it will provide cost-effective disaster recovery capabilities to minimize data loss in case of an outage or event.

- Enhance access to County information and services. Redesigned DHR Internet/ Intranet Website will improve access to a variety of personnel information to the public and County employees. Moreover, it will serve as a doorway for the public to access County employment opportunities.
- Improve grant administration and management. The eCAPS GTS module automates grant process and provides standardized system to support grant administration and management (i.e., application, review, approval, notification processes, budgeting and accounting, reporting requirements and performance tracking). This system meets an immediate need to replace the obsolete grant management system at RPOSD, while providing a solution for other departments with similar needs.

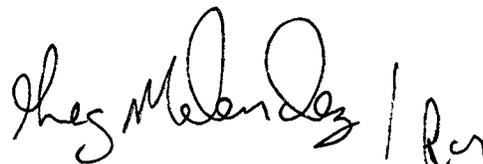
CONCLUSION

Your Board approval of the recommended actions will enable the County to implement these countywide projects that improve information sharing and yield business process improvements for multiple departments.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer



RICHARD SANCHEZ
Chief Information Officer

WTF:EFS:RS
TT:ef

c: Executive Office, Board of Supervisors
County Counsel

Board IT Agenda Items

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
LASD	Amendment Two to Agreement 76852 with M.C. Dean	Request to amend existing agreement with M.C. Dean by \$800,000, increasing the maximum contract sum of the Agreement to \$4,785,000 (100% grant from the Department of Homeland Security) for the implementation of infrastructure upgrades to the Joint Regional Intelligence Center. Funding Source: Grant from Department of Homeland Security Existing Agreement: Agreement 76852 with M.C. Dean	\$800,000	Public Safety	Unchanged	1/4/2011
CEO and CIO	Authorization to Use Information Technology Funds to Support Implementation of Countywide Technology Projects	Authorize utilization of \$2,808,000 in ITF funding to support funding of three countywide information technology projects that will improve countywide operations and provide operational efficiencies. Approve a series of Work Orders for \$840,000 with EMC to provide assistance in the establishment of a central ECM infrastructure. \$2,259,000 Central ECM Infrastructure \$ 180,000 DHR Internet/Intranet Website Redesign \$ 369,000 eCAPS Grantor Tracking System Funding Source: Information Technology Fund Existing Agreement: N/A	\$2,808,000	Operations	N/A	1/4/2011

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
Community Development Commission (CDC)	LA County Housing Resource Center Amendment 4 to Agreement with Socialserve (Amendment Number 4)	<p>This Amendment #4 will extend the term of the existing contract by four years (December 2014) and increase the maximum contract amount by \$808,000, from \$1,251,284 to \$2,059,284. The increased funding will provide annual maintenance and support fees (\$202,000 per year) for the web-based Housing Resource Center system.</p> <p>The Board Letter also requests renewal of existing authorization for the CDC to further increase the budget by up to 15% (\$808,892) above the amended total, and to expand the scope of services if needed. Any expansion of scope will require review and approval by the CIO and County Counsel.</p> <p>The planned Board Hearing date is January 4, 2011.</p> <p>Funding Source: Homeless Prevention Initiative (HPI) Existing Agreement: Socialserve.com</p>	\$808,000	Community & Municipal Services	New Contract term date is December 31, 2014 (4 year extension)	1/11/2011
CIO	Printing Assessment Pilot	Approval of ITF grant funding to utilize the services of Print Operations Group to perform a Print Assessment Pilot and Develop a RFP/SLA for MPS.	TBD	Operations		
DPSS	LEADER Second Extended Option Term	<p>Authorize the Director of DPSS to exercise the 4 option years in the LEADER contract with Unisys commencing May 1, 2011. The target Board hearing date is 1/11/2011. Dual signature - No CIO Analysis is required.</p> <p>Funding Source: State and Federal Revenue Existing Agreement: 68587</p>	\$108 million	Children & Families Well-being	May 1, 2011 to May 1, 2015	
DPH - Childrens Medical Services Program	EMC-Documentum MSA Work Order for DPH-CMS Program e-Chart Project	<p>The Department of Public Health-Children Medical Services Program (DPH-CMS) requires the professional services of EMC Corp. under the CIO's Master Services Agreement with EMC-Documentum to implement Phases 3 and 4 of CMS' Electronic Health Chart System (e-Chart).</p> <p>Targeted Board Hearing Date: January 2011 Funding Source: 94% State and federal funds; 6% net County costs (NCC) Existing Contract: EMC Documentum MSA</p>	\$548,968	Health & Mental Health Services	N/A	

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
DHS	Orsos Amendment	Amendment for adding a new module on Orsos system. Potential issues with interface and strategic direction of DHS. Funding Source: Existing Agreement:	\$5,000,000	Health & Mental Health Services		
DHS	Central Pharmacy System	This will be a centralized Pharmacy mail order system. Will be initially targeted for a PILOT at High Desert. Funding Source: DHS internal Existing Agreement: New		Health & Mental Health Services		
DHS	QuadraMed Amendment 11 and 12	The QuadraMed contract is ending on 12/31/2011. The amendments will effectively extend the contract. Funding Source: DHS internal Existing Agreement: 2 contracts		Health & Mental Health Services		
DHS	Provider Advantage, NW Contract - Amendment 2	Amendment to Agreement with Provider Advantage, NW Inc. to add Revenue 360's integrated Address and Demographic Validation Service (ADVS) Module to DHS' Eligibility Response Software. Targeted Board Hearing Date: January 2011. Funding Source: DHS' Administration FY 2010-11 Final Budget Existing Agreement: H-701910	\$458,018 (LAC+USC Pilot \$125,428 + \$332,590, if expanded to other DHS facilities)	Health & Mental Health Services	Adds funding only; Does not extend current contract expiration date of March 31, 2014	
DPH	Environmental Health Permit and Inspection Management System (EHPIMS) Contract	Replacement of the current Environmental Health Management Information System (EHMIS) with the web-based Environment Health Permit and Inspection Management System (EHPIMS) to support EH's 16 district offices and 23 program areas. Targeted Board Hearing Date: TBA Funding Source: Environment Health Trust Fund (EHTF) Existing Agreement: N/A	\$2,525,306	Health & Mental Health Services	Contract Execution through Nov. 2, 2020 (7-year base + 3-year option)	

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
LASD	Amendment One to Agreement with Identix Inc. to provide additional Livescan equipment, software and services.	The amendment incorporates new Counting required provisions and adds the ability for Sheriff's Department staff to request that Identix provide additional software, equipment, and/or professional services in connection with the Livescan equipment. Funding Source: State Cal-ID Funding Existing Agreement: 76819	\$4,547,990	Public Safety	TBD	
Public Works	Dams Automated Data Acquisition System (DADAS) - Supplemental Agreement	Professional services, software and hardware to expand and refresh an existing dam monitoring system, including a new telemetry infrastructure and commercial off the shelf (COTS) software. Targeted Board Hearing Date: TBA Funding Source: Existing Contract:	\$2,000,000	Community & Municipal Services	Two years	
LASD	Gang Automated Registration System (GARDS)	Requests approval for a Sole Source Agreement with Systems Research and Application Corp. (SRA) to develop a gang registration module as part of the CalGang statewide system that supports the State of California's Gang Violence and Juvenile Crime Prevention Act of 1998, as amended by Proposition 21 approved in 2000. LASD and County Counsel are in final discussions with the vendor. Funding Source: Grant Funding Existing Agreement: N/A	\$300,545	Public Safety	18 months	
CIO	Enterprise IT Security and Privacy Awareness Training.	Requests approval and authorization to use the Information Technology Fund (ITF) to acquire and implement the enterprise IT security and privacy awareness training content for use in DHR's Learning Net, a countywide learning management system. Funding Source: ITF Existing Agreement: N/A	\$240,000 (includes 20% contingency)	Operations	N/A	



**COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles**

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**Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich**
Commissioners

Sean Rogan
Executive Director

January 11, 2011

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

Dear Supervisors:

**APPROVAL OF HOMELESS PREVENTION INITIATIVE FUNDS FOR
CONTINUED OPERATION OF THE INTERNET-BASED LOS ANGELES
COUNTY HOUSING RESOURCE CENTER
(ALL DISTRICTS) (3 VOTE)**

**CIO RECOMMENDATION: (x) APPROVE () APPROVE WITH MODIFICATION
() DISAPPROVE**

SUBJECT

This letter recommends approval of four years of continued Homeless Prevention Initiative (HPI) funding for the uninterrupted operation of the Los Angeles County Housing Resource Center (LAC-HRC) database website and associated housing locator services. This letter relates to an item on the agenda of the Board of Commissioners of the Community Development Commission (Commission) for approval of the related contract amendment.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Transfer to the Commission previously-approved authority granted to the Chief Executive Office (CEO) on November 18, 2008, to exercise a one-year option to extend ongoing funding of HPI for a total not to exceed amount of \$202,000.
2. Approve an additional three years of HPI funding for a total not to exceed amount of \$202,000 per year. The funds will be transferred annually to the Commission for the operation of the contract with Non-Profit Industries, Inc. dba Socialserve.com.



3. Find that this approval of HPI funding is not subject to the provisions of the California Environmental Quality Act (CEQA) because the proposed activity is not defined as a project under CEQA and will not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The purpose of the recommended actions is to approve the transfer of funding to the Commission to continue uninterrupted operation of The Los Angeles County Housing Resource Center (LAC-HRC) website and call center.

FISCAL IMPACT/FINANCING

The HPI ongoing funding in the amount of \$202,000 for the LAC-HRC was approved by your Board in April 2006 using County General funds. The proposed four years of additional funding will increase the contract amount by \$808,000. The funds for the first year are included in the Commission's and the County's FY 2010-2011 approved Annual Budgets. Funds for future years will be included through the Commission's annual budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On April 4, 2006, your Board approved an HPI recommendation to establish a housing search and listing database website for Los Angeles County. On December 19, 2006, your Board approved a joint recommendation submitted by the CEO and the Commission, delegating authority to the CEO to execute a sole source agreement with Socialserve.com to create a website called the Los Angeles County Housing Resource Center. The website was subsequently launched in June 2007.

The primary purpose of the website and call center support is to provide free listing services of residential rental properties in Los Angeles County, to keep the listings updated, and to make the rental listings available at no cost for individuals, families and housing caseworkers in the County via the internet or toll-free phone call. The listing information includes data on landlords who accept tenants with Section 8 Housing Choice Vouchers and Veterans Affairs Supportive Housing (VASH) Vouchers. The website also has additional information on special needs rental units to assist County departments and approved agencies with housing placement. The LAC-HRC has proven to be very successful, and there are currently over 8,900 landlords registered and approximately 4,400 units currently available or with an open waiting list.

In 2009, the contract administration for the LAC-HRC was transferred from the CEO to the Commission; the Commission expanded the current database and website with further development of the system. Commission staff manages the workflow of website changes, coordinates among stakeholder agencies, develops marketing material, manages passwords, and provides training on the website.

Following the County's receipt of federal stimulus and recovery funds for housing in 2009 and 2010, the LAC-HRC was used to provide screening and mapping functions to assist the public and professional users in evaluating program eligibility for the Homelessness Prevention and Rapid Re-housing Program (HPRP), and the Neighborhood Stabilization Program (NSP).

The HPI funds requested herein provide the annual fee-for-service to Socialserve.com for the maintenance and support of the website service. Approval of the recommended actions would extend the operation of the LAC-HRC through December 31, 2014.

The Chief Information Officer recommends approval of the funding transfer (CIO Analysis attached).

ENVIRONMENTAL DOCUMENTATION

The proposed transfer of funds is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROJECTS

Approval of the recommended actions will enhance the ability of the Commission to meet time-sensitive requirements of the Homeless Prevention and Rapid Re-Housing and Neighborhood Stabilization Programs. The additional services approved through this LAC-HRC Project expansion will provide benefits to residents of Los Angeles County, including landlords and tenants, as well as housing locators, lending institutions, real estate professionals, veterans, and other providers of affordable, special needs, supportive, transitional and emergency housing.

Respectfully submitted,

for *Abbette A. Glover*
SEAN ROGAN
Executive Director

COMMUNITY DEVELOPMENT COMMISSION
COUNTY OF LOS ANGELES

Richard Sanchez
RICHARD SANCHEZ
Chief Information Officer
COUNTY OF LOS ANGELES

CIO ANALYSIS

**CONTRACT AMENDMENT WITH NON-PROFIT INDUSTRIES, INC. DBA
SOCIALSERVE.COM FOR INTERNET BASED
LOS ANGELES COUNTY HOUSING RESOURCE CENTER**

CIO RECOMMENDATION: **APPROVE** **APPROVE WITH MODIFICATION**
 DISAPPROVE

Contract Type:

New Contract **Contract Amendment** **Contract Extension**
 Sole Source Contract **Hardware Acquisition** **Other**

New/Revised Contract Term: **Base Term:** 4 Yrs **# of Option Yrs** N/A

Contract Components:

Software **Hardware** **Telecommunications**
 Professional Services

Project Executive Sponsor: Sean Rogen, Executive Director, Community Development Commission/Housing Authority

Budget Information :

Y-T-D Contract Expenditures	\$1,251,284
Requested Contract Amount	\$ 808,000
Aggregate Contract Amount	\$2,059,284

Project Background:

Yes	No	Question
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project legislatively mandated?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project sub-vented? If yes, what percentage is offset? 100% Homeless Prevention Initiative (HPI).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved. All County social service and health service departments utilize the Los Angeles County Housing Resource Center (LAC-HRC) to identify rental, emergency, transitional, and special needs housing vacancies throughout the County.

Strategic Alignment:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions document?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT standards?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS). Work to be performed via this Amendment is routine maintenance and subscription services for the existing LAC-HRC Website.

Project/Contract Description:

The Community Development Commission (CDC) is requesting Board authorization to amend an existing Agreement with Non-Profit Industries, Inc., doing business as SocialServe.com, to extend the Agreement Term by four years, to December 2014, and increase the contract amount by \$808,000, from \$1,251,284 to \$2,059,284. In addition, CDC is requesting authorization to increase contract amount by up to 15% (\$308,892) for additional services.

These actions will allow CDC to continue operation of the LAC-HRC, including minor enhancements as needed, and ensure ongoing maintenance and support of the LAC-HRC Website.

Background:

The Chief Executive Office (CEO) executed the original sole source Agreement in December 2006, under authority delegated by the Board of Supervisors. The scope of the initial Agreement was limited to creation of a Los Angeles County housing resource Website to provide basic housing resource information. Since that time, LAC-HRC has been enhanced to include GIS mapping tools, a call center support to the public and housing caseworkers in the County, and various enhancements to meet requirements of the Homelessness Prevention and Rapid Re-housing Program (HPRP), and the Neighborhood Stabilization Program (NSP).

Project Justification/Benefits:

Extension of the Agreement term and increase of the contract amount will provide ongoing maintenance and support of LAC-HRC, based on an annual fee of \$202,000 per year. SocialServe.com also provides minor enhancements to the system, as needed, to meet changing requirements. The requested increase of \$808,000 will fund only the annual maintenance.

If CDC requires further expansion of the Website during this four-year period, they will use authority authorized via this Amendment. As with the current Agreement, any changes to the scope of work will require approval by County Counsel and the Chief Information Office (CIO).

Project Metrics:

Based on services provided to date, CDC is highly confident that SocialServe.com will continue to provide excellent services throughout this amended term. Because the services are limited to annual maintenance, no other metrics have been considered.

Impact on Service Delivery or Department Operations, If Proposal Is Not Approved:

If this proposal is not approved, CDC could not ensure uninterrupted operation of the LAC-HRC Website and services. Additionally, CDC would be unable to enhance the Website and services to meet changing business needs.

Alternatives Considered:

None.

Project Risks:

The current scope of services includes only routine maintenance and repair and project risks are, therefore, considered to be low.

Risk Mitigation Measures:

If CDC seeks an expanded scope of work, any related project risks would be considered by the County Counsel and CIO during their review and approval. The County Information Security Officer (CISO) has reviewed the proposed Contract Amendment and did not identify any security risks or issues.

Financial Analysis:

The amended Agreement will increase the budget by \$808,000 for a new Agreement maximum of \$2,059,284 through the term date of December 31, 2014. LAC-HRC is funded through the Housing Prevention Initiative (HPI) monies.

CIO Concerns:

None.

CIO Recommendations:

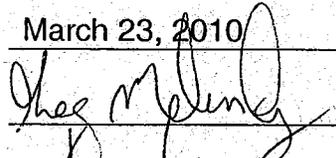
The CIO recommends approval of the proposed Amendment.

CIO APPROVAL

Date Received: March 15, 2010

Prepared by: Janette Parker

Date: March 23, 2010

Approved: 

Date: 12/22/2010



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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WILLIAM T FUJIOKA
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Fifth District

DRAFT

January 18, 2011

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
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by reclassifying positions in various County departments and by further implementing the findings of the Countywide Information Technology (IT) Occupational Study.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance, amending Title 6, Salaries, of the County Code to reclassify 52 positions in the Departments of Health Services and Mental Health as part of the ongoing implementation of the Countywide IT Occupational Study and to implement the recommendation of a single position classification study in the Internal Services Department.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only***

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 recommendations 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 and B). 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.

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 (9) IT management and supervisory classifications along with four (4) "principal" level IT classifications that reflect current-day information technology practices of public and private sector organizations. As Phase II is implemented, lower level information technology related positions are reviewed and are reclassified where appropriate.

Health Services – Office of Managed Care

We are continuing with a phased approach as we implement Phase II findings in the various facilities and agencies within Health Services. In restructuring these IT functions, we are establishing appropriate organization and position-classification structures to facilitate the integration of IT work throughout Health Services. These actions also assist with the recruitment and retention of technical skilled staff and reduce reliance upon contract agency personnel. Specifically, at the Office of Managed Care we reviewed a total of 37 IT positions, of which 15 are being recommended for reclassification in this letter (Attachment A).

Mental Health

As part of the continuing implementation of Phase II of the Countywide IT Study, the existing budgeted positions in Mental Health's Chief Information Office Bureau (CIOB) were reviewed for appropriateness of classification. Based on this review, a new organizational structure was approved and 37 positions are being recommended for reclassification in this letter (Attachment A).

Internal Services

Based upon a single position study conducted at the request of the Internal Services Department, we recommend that one (1) information technology related position be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of this position have changed since the original allocations were made. The position would be more appropriately classified to the recommended class.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are consistent with the Human Resources Transformation Strategic Initiative project.

FISCAL IMPACT/FINANCING

The projected budgeted costs for the 53 positions that will be reclassified are estimated to total \$348,914 (all funds). Net County cost is estimated to be \$1,056. Cost increases associated with the upward 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 with 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
January 18, 2011
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:SJM
SC:KP:ra

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A

**RECOMMENDED RECLASSIFICATIONS FOR
INFORMATION TECHNOLOGY POSITIONS
(All positions are non-represented unless otherwise indicated)**

HEALTH SERVICES – OFFICE OF MANAGED CARE

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Information Systems Analyst I Item No. 2590A — <i>Represented</i> (NM 89F)	1 1	Information Technology Technical Support Analyst II Item No. 2546A — <i>Represented</i> (NM 87F) Senior Information Technology Aide Item No. 2585A — <i>Represented</i> (NM 77F)
4	Information Systems Analyst II Item No. 2591A — <i>Represented</i> (NM 92B)	2 2	Application Developer II Item No. 2521A — <i>Represented</i> (N2M 92C) Senior Application Developer Item No. 2525A — <i>Represented</i> (NM 97B)
1	Information Systems Analyst Aid Item No. 2588A — <i>Represented</i> (NM 82L)	1	Senior Information Technology Aide Item No. 2585A — <i>Represented</i> (NM 77F)
1	Information Systems Supervisor I Item No. 2595A (NM 99E)	1	Principal Information Systems Analyst Item No. 2594A (NM 103H)
2	Information Systems Supervisor II Item No. 2596A (NM 104B)	1 1	Information Technology Manager I Item No. 2565A (N23 S11) Information Technology Manager II Item No. 2571A (N23 S12)
1	Network Systems Administrator II Item No. 2559A — <i>Represented</i> (NM 93F)	1	Senior Information Technology Technical Support Analyst Item No. 2547A — <i>Represented</i> (NM 91F)
2	Senior Information Systems Analyst Item No. 2593A (NM 99E)	1 1	Principal Application Developer Item No. 2526A (NM 103E) Principal Information Systems Analyst Item No. 2594A (NM 103H)

HEALTH SERVICES – OFFICE OF MANAGED CARE (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Network Systems Administrator Item No. 2560A — <i>Represented</i> (NM 97F)	1	Information Technology Technical Support Supervisor Item No. 2548A (NM 95F)
1	Staff Analyst, Health Item No. 4593A (NM 96D)	1	Departmental Information Security Officer I Item No. 2611A (NM 103E)
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MENTAL HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Analyst Aid Item No. 2588A — <i>Represented</i> (NM 82L)	1	Information Systems Analyst II Item No. 2591A — <i>Represented</i> (NM 92B)
3	Information Systems Analyst II Item No. 2591A — <i>Represented</i> (NM 92B)	3	Application Developer II Item No. 2521A — <i>Represented</i> (N2M 92C)
5	Information Systems Supervisor I Item No. 2595A (NM 99E)	1	Information Technology Supervisor Item No. 2598A (NM 104H)
		1	Information Technology Technical Support Supervisor Item No. 2548A (NM 95F)
		1	Principal Application Developer Item No. 2526A (NM 103E)
		2	Senior Information Systems Analyst Item No. 2593A (NM 99E)
3	Information Systems Supervisor II Item No. 2596A (NM 104B)	1	Information Technology Manager I Item No. 2565A (N23 S11)
		2	Principal Information Systems Analyst Item No. 2594A (NM 103H)

MENTAL HEALTH (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Information Systems Supervisor III Item No. 2597A (NM 106J)	2 1	Information Technology Manager I Item No. 2565A (N23 S11) Principal Information Systems Analyst Item No. 2594A (NM 103H)
1	Information Technology Supervisor Item No. 2598A (NM 104H)	1	Principal Information Systems Analyst Item No. 2594A (NM 103H)
3	Intermediate Typist-Clerk Item No. 2214A — <i>Represented</i> (NMV 62K)	1 2	Information Technology Aide Item No. 2584A — <i>Represented</i> (NM 71F) Senior Information Technology Aide Item No. 2585A — <i>Represented</i> (NM 77F)
2	Principal Application Developer Item No. 2526A (NM 103E)	1 1	Database Administrator Item No. 2620A (NM 104H) Principal Information Systems Analyst Item No. 2594A (NM 103H)
1	Research Analyst III, Behavior Sciences Item No. 8973A — <i>Represented</i> (N3M 90F)	1	Information Systems Analyst II Item No. 2591A — <i>Represented</i> (NM 92B)
1	Senior Data Conversion Equipment Operator Item No. 2674A — <i>Represented</i> (NMV 68E)	1	Information Systems Analyst I Item No. 2590A — <i>Represented</i> (NM 89F)
6	Senior Information Systems Analyst Item No. 2593A (NM 99E)	1 5	Information Technology Technical Support Supervisor Item No. 2548A (NM 95F) Principal Information Systems Analyst Item No. 2594A (NM 103H)

MENTAL HEALTH (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Senior Information Technology Aide Item No. 2585A — <i>Represented</i> (NM 77F)	1 1 1	Application Developer II Item No. 2521A — <i>Represented</i> (N2M 92C) Information Systems Analyst II Item No. 2591A — <i>Represented</i> (NM 92B) Information Technology Technical Support Analyst I Item No. 2545A — <i>Represented</i> (NM 83F)
1	Senior Information Technology Technical Support Analyst Item No. 2547A — <i>Represented</i> (NM 91F)	1	Information Technology Technical Support Supervisor Item No. 2548A (NM 95F)
3	Senior Network Systems Administrator Item No. 2560A — <i>Represented</i> (NM 97F)	3	Senior Information Systems Analyst Item No. 2593A (NM 99E)
1	Senior Operating Systems Analyst Item No. 2551A — <i>Represented</i> (NM 100C)	1	Information Technology Manager I Item No. 2565A (N23 S11)
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ATTACHMENT B

INTERNAL SERVICES DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Supervising Digital Systems Technician Item No. 6529 F \$7,008.16 Represented	Principal Network Systems Administrator Item No. 2561 (NM 103H) Non-Represented

This position reports to a Section Manager, Information Technology, ISD. The Supervising Digital Systems Technician is a class responsible for providing administrative and technical supervision to a section of Digital Systems Technicians. Due to a departmental information technology reorganization, the position was transferred to the Network Operations Center section where it currently provides technical and administrative supervision to network system administrator positions.

The specific functions being performed are best described by the allocation criteria of the Principal Network Systems Administrator, a class which functions as a lead for complex network systems administration projects and may supervise lower level Network Systems Administrators and other technical staff. Therefore, we are recommending upward reclassification to a Principal Network Systems Administrator.

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Health Services, Internal Services, and Mental Health.

ANDREA SHERIDAN ORDIN
County Counsel

By: _____
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Services Division

HSM: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 and number of ordinance positions 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 6.78.030 (Department of Health Services – Office of managed care) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2590A	2	INFORMATION SYSTEMS ANALYST I
2588A	4	INFORMATION SYSTEMS ANALYST AID
2595A	4	INFORMATION SYSTEMS SUPERVISOR I
2596A	2	INFORMATION SYSTEMS SUPERVISOR II
2559A	4	NETWORK SYSTEMS ADMINISTRATOR II
2560A	4	SR NETWORK SYSTEMS ADMINISTRATOR

SECTION 2. Section 6.78.030 (Department of Health Services – Office of managed care) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2521A</u>	<u>2</u>	<u>APPLICATION DEVELOPER II</u>
<u>2611A</u>	<u>1</u>	<u>DEPTL INFO SECURITY OFFICER I</u>
<u>2565A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>
<u>2571A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER II</u>
<u>2548A</u>	<u>1</u>	<u>IT TECHNICAL SUPPORT SUPERVISOR</u>
<u>2526A</u>	<u>1</u>	<u>PRINCIPAL APPLICATION DEVELOPER</u>
<u>2594A</u>	<u>2</u>	<u>PRINCIPAL INFO SYSTEMS ANALYST</u>
<u>2525A</u>	<u>2</u>	<u>SENIOR APPLICATION DEVELOPER</u>
<u>2585A</u>	<u>2</u>	<u>SENIOR INFORMATION TECHNOLOGY AIDE</u>
<u>2547A</u>	<u>1</u>	<u>SENIOR IT TECHNICAL SUPPORT ANALYST</u>

SECTION 3. Section 6.78.030 (Department of Health Services – Office of managed care) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2591A	16 <u>12</u>	INFORMATION SYSTEMS ANALYST II
2546A	4 <u>2</u>	IT TECHNICAL SUPPORT ANALYST II
2593A	6 <u>4</u>	SENIOR INFORMATION SYSTEMS ANALYST
4593A	25 <u>24</u>	STAFF ANALYST,HEALTH

SECTION 4. 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
2561A	5 <u>6</u>	PRINCIPAL NETWORK SYSTEMS ADMIN
6529A	6 <u>5</u>	SUPVGT DIGITAL SYSTEMS TECHNICIAN

SECTION 5. Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2588A	4	INFORMATION SYSTEMS ANALYST AID
2595A	5	INFORMATION SYSTEMS SUPERVISOR I
2596A	3	INFORMATION SYSTEMS SUPERVISOR II
2597A	3	INFORMATION SYSTEMS SUPERVISOR III
2674A	4	SENIOR DATA CONVERSION EQUIP OPR

SECTION 6. Section 6.86.010 (Department of Mental Health) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2521A</u>	<u>4</u>	<u>APPLICATION DEVELOPER II</u>
<u>2620A</u>	<u>1</u>	<u>DATABASE ADMINISTRATOR</u>
<u>2565A</u>	<u>4</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>
<u>2548A</u>	<u>3</u>	<u>IT TECHNICAL SUPPORT SUPERVISOR</u>

SECTION 7. Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2590A	6 <u>7</u>	INFORMATION SYSTEMS ANALYST I
2584A	4 <u>2</u>	INFORMATION TECHNOLOGY AIDE
2545A	7 <u>8</u>	IT TECHNICAL SUPPORT ANALYST I
2214A	372 <u>369</u>	INTERMEDIATE TYPIST-CLERK
2526A	5 <u>4</u>	PRINCIPAL APPLICATION DEVELOPER
2594A	7 <u>17</u>	PRINCIPAL INFO SYSTEMS ANALYST
8973A	5 <u>4</u>	RESEARCH ANALYST III,BEHAVIOR SCI
2593A	26 <u>25</u>	SENIOR INFORMATION SYSTEMS ANALYST
2585A	9 <u>8</u>	SENIOR INFORMATION TECHNOLOGY AIDE
2547A	9 <u>8</u>	SENIOR IT TECHNICAL SUPPORT ANALYST
2560A	6 <u>3</u>	SR NETWORK SYSTEMS ADMINISTRATOR
2551A	3 <u>2</u>	SENIOR OPERATING SYSTEMS ANALYST

SECTION 8. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[ITRECLASSJAN2011KPCEO]