



Midpeninsula Regional
Open Space District

R-15-123
Meeting 15-22
August 26, 2015

AGENDA ITEM 5

AGENDA ITEM

Approval of Temporary Information Technology Staffing

GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in black ink, appearing to be "J. G. G.", written over the end of the "GENERAL MANAGER'S RECOMMENDATION" header.

Authorize temporary staffing from Robert Half Technology for a not-to-exceed amount of \$70,000 to provide Information Technology support.

SUMMARY

From September 1 through December 4, 2015, the District's Information Technology (IT) Administrator will participate in a Management Talent Exchange Program (MTEP) at the City of South San Francisco and will be unavailable to support the District during this time. The District is participating in the MTEP program to provide District employees with stretch opportunities to grow their skills sets and expand their understanding of public sector best practices, which in turn benefits the District in the long-term as these employees bring their new found skills and insights to the District to improve our capacity and processes when they return from these temporary assignments. In order to continue to provide adequate IT services and continuity, the General Manager recommends that the Board authorize up to \$70,000 to hire a temporary IT Systems Administrator to cover this time. Funding for this unbudgeted cost will be covered by vacancy savings in the Administrative Services Department.

DISCUSSION

Since 2004, the City Managers Associations of Santa Clara and San Mateo Counties have sponsored a biennial Management Talent Exchange Program for small and medium size local governments. The Program provides an opportunity for agencies to exchange employees with the goal of preparing the next generation of senior managers in public agencies. Participants spend three months, from September 1 to December 4, 2015, at another agency during which time they develop new experiences, competencies, and relationships. This highly-valued experience provides an opportunity for employees to gain essential skills for maximum career potential.

The District is participating in the MTEP for the first time this year and will be receiving two participants, one from the City of San Jose and one from the City of Campbell, and, in exchange, will be sending the District's IT Administrator to the City of South San Francisco Public Works Department. Anticipating the impact of the IT Administrator's three-month absence, particularly during development of the Information Systems and Technology Strategic Plan, the General Manager approved an initial contract for a not-to-exceed amount of \$25,000 to hire a temporary

Systems Administrator (SA) from Robert Half Technology in August at an hourly rate of \$85.56. The SA spent the month of August training with the IT Administrator to learn the District's network and applications and will be able to take over system administration in September, at which point, the cost will exceed the General Manager's expenditure authority of \$25,000. The General Manager recommends the Board approve additional funding for 19 weeks for the temporary SA at a total cost not-to-exceed \$70,000 to provide ongoing IT services for the District through December. Simultaneously and as time allows, the temporary SA will also assist with the implementation of high-priority Information Systems and Technology Strategic Plan initiatives during this time period.

FISCAL IMPACT

The cost of the temporary Systems Administrator totals \$70,000 and was not included in the FY2015-16 Adopted Budget. However, sufficient vacancy savings in the Administrative Services Department are available and will be used to offset this cost.

BOARD COMMITTEE REVIEW

This item was not previously reviewed by any Committee.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Upon Board approval, the temporary Systems Administrator will continue to provide information systems and technology support to the District through December 2015.

Responsible Department Head:
Kate Drayson, Administrative Services Manager

Prepared by:
Kate Drayson, Administrative Services Manager