



Snohomish County Council

Committee: Public Works
ECAF: 2021-0426
Proposal: Mot. 21-229

Analyst: Deb Evison Bell
Date: June 23, 2021

Consideration

The proposal would authorize the Snohomish County Council to reclassify position #INF4758R into an IT Data Manager position within the IT Department as governed by SCC Chapter 3.68¹ and 3.69².

Background

In the summer of 2019, a Data Management Steering Committee was formed in response to a HIPAA breach at Snohomish County. The work of this committee resulted in identification and definition of core areas of responsibility for a data management position within the county. Through active data management, IT will serve today’s residents, and future residents, ensuring critical business data is organized, readily accessible, and preserved.

The IT Department is requesting that the currently vacant position of Printing and Mail Assistant, Sr. (vacated 1/22/2021) be reclassified for this position with the new title of Data Manager, with an increase of pay grade for the position. Central Human Resources has evaluated the new classification against the County’s established rating tool and determined that the appropriate pay grade is 113 on the Management Exempt pay plan. This aligns appropriately with the other management staff in the department. The IT Department has received approval from Human Resources, Finance, and Risk for the reclassification of the job title and job description.

There is a present vacancy savings of approximately \$42,400, which will off set the current fiscal years impact.

| | <u>Current</u> <u>Printing and Mail Assistant</u> <u>Sr.</u> | <u>Proposed</u> <u>Data Manager</u> |
|--|---|--|
| <u>Grade/Step (approved in 2021 budget)</u> | <u>223/05</u> | <u>113/Exempt</u> |
| <u>Pay</u> | <u>\$4,919/month</u> | <u>\$8,821-12,465/month</u> |

¹ [ch. 3.68 Exempt Personnel | Snohomish County Code](#)

² [ch. 3.69 The Management and Exempt Employees Compensation Plan -- Wage and Salary Schedule and Rules of Administration | Snohomish County Code](#)

Current Proposal

Scope: This request is based on the need for leadership in the County in the area of active data management. The department states that this enterprise data management function should be established as a separate function within the IT department and requires a dedicated leadership role, at a more strategic and technical level than the highly operational position of the Records Manager.

Duration: The proposed Data Manager position will be ongoing and will be included in the 2022 budget.

Fiscal Implications: Due to the current position vacancy, payroll savings of \$42,200 are sufficient for the reclass for the remainder of 2021. Future fiscal impacts will be included in 2022 budget priority package. The expected annual cost for the remainder of the 2021 budget is approximately \$37, 999 (does not include fringe). The expected annual costs for 2022 is between \$105,852-\$149,580 (does not include fringe) DOE.

2021 Budget: The 2021 Budget allows appropriation authority for the reclassification.

Budget Impacts: The department is creating a priority package to account for the new position and it will be presented in the 2022 budget cycle. The original pay of \$42,200 will be applied and the additional funding for the new reclass is listed below on the table.

| EXPEND: | 2021 Budget | Current Fiscal Year Expense Once Hired | 2022 Requested Fiscal Increase | 2022 Requested Total Fiscal Expense (w/o benefits) |
|----------------|-------------|--|--------------------------------|--|
| 505 5148821011 | \$47,808 | \$30,776 | \$73,762 | \$119,249 |
| 505 5148822013 | \$11,220 | \$7,223 | \$14,446 | \$27,987 |
| | | | | |
| TOTAL | \$59,028 | \$37,999 | \$88,208 | \$147,236 (DOE) |

Handling: NORMAL

Approved-as-to-form: YES

Risk Management: APPROVE.

Executive Recommendation: APPROVE.

Analysis: This request is based on the need for leadership in the County in the area of active data management. The department states that this enterprise data management function should be established as a separate function within the IT department and requires a dedicated leadership role, at a more strategic and technical level than the highly operational position.

Attachments: NONE.

Amendments: NONE.

Request: Move to GLS on July 14, 2021 for council to consider taking action.