

Civil Service Commission



Jed Nicholson *Commission President, District 1*

Lesley Santos *District 2*

Erica Baltodano *Commission Vice President, District 3*

David Warren *District 4*

Robert Bergman *District 5*

Tami Douglas-Schatz *Commission Secretary*

AGENDA

County of San Luis Obispo Civil Service Commission Regular Session Meeting

Wednesday, August 23, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

1. Call to Order / Flag Salute / Roll Call

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

3. Minutes

The following draft minutes are submitted for approval:

- a. July 26, 2023

4. Reports

Commission President
Commission Counsel
Commission Outside Counsel
Commission Secretary

5. Request to Approve New Job Specification(s):

- a. Enterprise Architect

6. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual.

7. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

8. Adjournment

Civil Service Commission



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Minutes

County of San Luis Obispo Civil Service Commission Regular Session Meeting

Wednesday, July 26, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: Vice President Baltodano, Commissioner Bergman, Commissioner Santos, Commissioner Warren

Staff: Commission Secretary Tami Douglas-Schatz
Commission Clerk Shaley Salsbury

County Counsel: Jon Ansolabehere
Outside Counsel: Steve Simas

Absent: Commissioners: President Nicholson

1. Call to Order / Flag Salute / Roll Call

Commission Vice President Baltodano called the meeting to order at 9:00am and led the flag salute. Roll was called. Commission President Nicholson was absent. Vice President Baltodano requested to take Item 6 after Closed Session Item 8.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the Vice President. Presentations are limited to three minutes per individual. There were no public comments.

3. Minutes

The following draft minutes are submitted for approval:

- a. June 28, 2023

Civil Service Commission

The minutes for June 28, 2023, were considered. Vice President Baltodano invited public comment; there was none. Commissioner Santos motioned to approve the minutes as presented. Commissioner Warren seconded the motion. The motion to approve as presented carried 4-0-1.

4. Reports

Commission Vice President – None

Commission Counsel – None

Commission Outside Counsel - None

Commission Secretary – Ms. Douglas-Schatz offered the opportunity for the Commissioners to submit personalized biographies for the public Civil Service Commission webpage.

Principal Human Resources Analyst Frank Stapleton stated that there would be no Commission hearing on August 22-24, 2023. Mr. Stapleton requested the Commission continue to hold September 26-28, 2023, October 24-26, 2023, November 28-30, 2023, December 11-13, 2023, and requested the Commission reserve January 23-25, 2024, for hearing dates.

5. Request to Approve Updated 2023 Regular Session Meeting Calendar

The proposed calendar with changes to the November and December meeting dates was considered. Vice President Baltodano invited public comment; there was none. Commissioner Bergman motioned to approve the updated calendar. Commissioner Warren seconded the motion. The motion to approve the updated schedule carried 4-0-1.

7. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendaized here may do so when recognized by the Vice President. Presentations are limited to three minutes per individual.

Hearing no public comment, Vice President Baltodano moved to Closed Session.

8. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

Vice President Baltodano stated that there was no reportable action in Closed Session.

6. Training Presentation by Commission Counsel, Steve Simas

- a. Civil Service Commission: Introduction to Appeals, Process, and Hearings

Steve Simas, Commission Counsel, presented this training to the Commission. Vice President Baltodano invited public comment; there was none.

9. Adjournment

Civil Service Commission

81 Vice President Baltodano adjourned the meeting.

82

83 *** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists**
84 **and will remain as the official, complete record of all proceedings by the Civil Service Commission.**

DRAFT



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF HUMAN RESOURCES

Tami Douglas-Schatz *Director*

TO: Civil Service Commission

DATE: August 23, 2023

FROM: Stephanie Nute, Human Resources Analyst

SUBJECT: New Classification: Enterprise Architect
Department: Information Technology Department
Appointing Authority: Daniel Milei, Director of Information Technology

RECOMMENDATION

It is recommended that the Commission approve the new Enterprise Architect classification and specification as proposed. The proposed classification will allow the Information Technology department to fill mission critical positions that will enable efficient and effective operation.

BACKGROUND

In 2014, the General Services department was dissolved, and Information Technology became its own department. However, the new Information Technology Department (ITD) maintained the same positions and organizational structure it had while serving as a division of General Services. Since that time, ITD has been incrementally rightsizing the structure of their department. This purpose is twofold: to more closely align with other County departments, and to implement best practices of the information technology field. In their review of their organizational structure, ITD identified a need for highly technical subject matter experts to lead

strategy and build enterprise architecture in the four main disciplines of IT: security, infrastructure, data, and project management.

DISCUSSION:

Over time, the Information Technology field has changed significantly. From operating a centrally controlled mainframe to now supporting a mobile workforce on interconnected networks, the need for highly technical employees to drive strategy in key information technology areas has increased and is essential for efficient and effective operations. In 2022, a study was conducted and it was determined that a Deputy Director classification was a required structural element for the IT organization. Information Technology Deputy Directors are positioned to focus on strategic needs and business goals but require architects to translate those goals into practical technical plans based on an ever-changing technology landscape. An Enterprise Architect plays a crucial role within an IT department due to their ability to align technology solutions with an organization's strategic goals and objectives. They help bridge the gap between business strategy and technology implementation. They ensure that the IT initiatives and solutions align with the overall strategic direction of the organization, which maximizes the value of technology investments.

Enterprise Architects are expected to have a holistic view of their organization's IT landscape. They consider not only individual projects or systems, but also how these projects or systems will interact and impact each other. Currently, the County lacks a position responsible for balancing these crucial dynamics in a cohesive IT strategy. By understanding both the business and technology landscapes, Enterprise Architects can identify innovative opportunities for leveraging technology to optimize costs and improve services to the community. In essence, an Enterprise Architect serves as a strategic advisor, helping organizations optimize their IT investments, reduce risks, and achieve business goals by aligning technology with the broader

organizational strategy. Their role is crucial for maintaining a well-structured, efficient, and future-ready IT environment.

RESULT

The proposed Enterprise Architect specification aligns with technology trends, business needs, work assignments, and market conditions. Additionally, it accurately describes the duties and requirements specific to the positions, enabling the County to better attract candidates who are qualified for this position within the County.

OTHER AGENCY INVOLVEMENT

The Information Technology Department was involved in the development of the proposed classification and concur with the specification as proposed.

Attachments:

1. Proposed Enterprise Architect
2. Proposed Organization Chart

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

4 **ENTERPRISE ARCHITECT**

6 **DEFINITION:**

7 Under general direction, directs and leads internal and external resources, leverages and maximizes
8 investment decisions, and identifies opportunities that balance current operational needs with longer-
9 term business needs and the technological strategic vision of the County. Working for the Information
10 Technology Department, the Enterprise Architect is responsible for providing technology guidance,
11 building technology road maps, and recommending and seeking approval on technology related
12 principles, standards, and best practices.

14 **DISTINGUISHING CHARACTERISTICS:**

15 Incumbents in this classification act as the principal leader of a specialized architecture discipline under a
16 major division of the Information Technology Department and may act as supervisor of professional staff
17 within a division. Positions in this class report to a Deputy Director of Information Technology, Chief
18 Information Security Officer, or the Director of Information Technology.

20 The Enterprise Architect classification is distinguished from the Information Technology Manager
21 specification in that the latter is responsible for strategic planning, policies, and procedures, and budget
22 development and management. The Enterprise Architect is the subject matter expert in a main technical
23 information technology field. Incumbents are responsible for solving enterprise-wide technology
24 problems and strategizing multi-year technical roadmaps to enable business growth and ensure reliable
25 Countywide operations.

27 **REPRESENTATIVE DUTIES:**

28 (Not in order of importance)

- 29 • Provides direction, guidance, and definition of Information Technology (IT) architecture to
30 effectively support enterprise business strategies: operates in one or more specialized disciplines,
31 including security, data, infrastructure, or project management.

- 32 • Aligns architecture strategy with business goals.
- 33 • Defines, explains, and advocates for technology strategies.
- 34 • Works with business leaders to understand business requirements and help them understand
35 how technology tradeoffs influence strategy.
- 36 • Supports and complements all architectural disciplines; champions architectural initiatives that
37 align with the mission of the County and internal business goals.
- 38 • Assesses existing business processes and recommends strategies for enterprise-wide
39 improvements or for disciplines specifically under their direction.
- 40 • Leads highly complex programs and projects to develop, maintain, and govern the enterprise
41 architecture across the organization including the creation of proven governance processes and
42 guiding principles for the appropriate use of technologies and funding.
- 43 • Provides strategic consultation to business owners and IT leaders, including recommendations
44 based on technology relevance, timing, deployment ;and advises on options, risks, costs, system
45 impact, technical components, and prioritization within the enterprise.
- 46 • Leads and develops architectural policies, standards, guidelines, and procedures and
47 communicates and promotes these to business leaders, IT leaders, and staff across the
48 organization; leads teams in developing technology plans.
- 49 • Promotes the processes and initiatives of enterprise architecture to the organization and senior
50 leadership.
- 51 • Directs the research and evaluation of emerging technology and market trends.
- 52 • Reviews, analyzes, and develops architectural requirements and ensures conceptual
53 completeness of technical solutions as needed for the organization.
- 54 • Creates and leads review committees and ensures that the solutions are compliant with future
55 architecture models in the market.
- 56 • Manages and leverages strategic vendor relationships.
- 57 • Consults with project teams and project management to ensure project goals and requirements
58 align with architectural goals; identifies when it is necessary to modify the enterprise architecture
59 and approves modification of or deviations from the enterprise architecture to accommodate
60 project or business needs.

- 61 • Works with senior leadership to approve allocation of budget to meet architectural initiatives
62 critical to business needs and mission success; helps define the knowledge, skills, and abilities for
63 technical team members and advocates for staffing when needed.
- 64 • Contributes to or leads the overall training, development and management of technical teams as
65 directed.
- 66 • May supervise, train, and evaluate the performance of assigned staff, interview and select
67 employees, recommend appointments, transfers, reassignment, and disciplinary actions, establish
68 work schedules, assign employee duties, and review work to ensure accuracy, completeness and
69 compliance with established standards, requirement, and procedures.
- 70 • Develops a communication plan for architecture at the enterprise level.

72 **EMPLOYMENT STANDARDS:**

73 **Knowledge of:**

- 74 • IT architecture design and deployment, systems lifecycle management, project and portfolio
75 management, information security, and infrastructure planning and operations
- 76 • Multiple diverse technologies and processing environments
- 77 • Components of holistic enterprise architecture, business re-engineering principles and processes
- 78 • Principles and practices of data collection, analysis, and reporting
- 79 • Basic knowledge of financial models and budgeting
- 80 • Principles of budget preparation and financial controls
- 81 • Best practices of employee supervision and evaluation
- 82 • Principles of public speaking and communication techniques
- 83 • Effective techniques of written and verbal communication

85 **Ability to:**

- 86 • Lead digital transformation, data migration, security, and developing enterprise frameworks
- 87 • Develop and implement an organization's strategy, information, processes, and IT assets

- 88 • Manage multiple, large, cross-functional teams or projects, and influence senior level
89 management and key stakeholders
- 90 • Monitor, evaluate, and provide recommendations regarding program enhancement and
91 modification
- 92 • Collect, analyze, and evaluate research data, prepare accurate reports, and recommendations
- 93 • Prepare detailed technical architecture and technical support documentation
- 94 • Work in a team-oriented, collaborative environment demonstrating interpersonal and consultative
95 skills
- 96 • Collect, interpret, and evaluate research on trends, standards, and products and corresponding
97 budgetary and statistical data
- 98 • Communicate effectively both verbally and in writing to a diverse population of individuals and
99 groups
- 100 • Present ideas effectively and in customer-friendly language
- 101 • Effectively prioritize and execute tasks in a high-pressure environment
- 102 • Supervise, train, and evaluate the performance of assigned personnel

104 **EDUCATION AND EXPERIENCE:**

105 A combination of education, training, and experience resulting in the required knowledge, skills, and
106 abilities. An example of qualifying education and experience includes:

107 Graduation from an accredited college or university with a bachelor's degree in computer science,
108 information systems, computer engineering, system analysis, or a related field AND;

109 Five years of experience in either a management role OR technical leadership role related to data and
110 systems architecture design and deployment, systems lifecycle management, project or portfolio
111 management, information security, or infrastructure planning and operations.

114 **LICENSES AND CERTIFICATES:**

115 Certain positions within this classification may require driving. When driving is an essential function of
116 the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be
117 maintained throughout employment.

118
119 **SPECIAL SUBCLASS RECRUITMENT:**

120 Recruitments for this classification may be conducted according to the special divisions or programs in
121 which the vacancy exists and the requirements of the position.

122
123 This class specification generally describes the duties and responsibilities characteristic of the position(s)
124 within this class. The duties of a particular position within a multi-position class may vary from the duties
125 of other positions within the class. Accordingly, the essential functions of a particular position (whether it
126 be a multi-position class or a single-position class) will be identified and used by medical examiners and
127 hiring authorities in the selection process. If you have any questions regarding the duties or the working
128 conditions of the position, please contact the Human Resources Department at 805.781.5959.

129
130 Adopted: 00-00-00

131 BOS Approved: 00-00-00

132 Revised: 00-00-00

