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Board Agenda Item

TO: Air Pollution Control District Board

FROM: Aeron Arlin Genet, Air Pollution Control Officer

CONTACT: Kristina Aguilar, Manager, Administrative Division (961-8813)

SUBJECT: Extra Help Services and Retirement Waiver for the Administrative Division of the Santa Barbara County Air Pollution Control District

RECOMMENDATION:

- A. In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired Santa Barbara County Air Pollution Control District (District) employee, Michael Willis, is necessary to fill a critical need in the Administrative Division of the District before 180 days have passed from his date of retirement; and
- B. Approve and authorize the Air Pollution Control Officer to appoint retired employee Michael Willis as an Extra Help employee on a part time basis limited to 400 hours of service in order to provide assistance with database and application programming for the Information Technology (IT) section.

DISCUSSION:

Michael Willis worked as a full-time employee of the District from July 2001 until he retired on February 24, 2017, in the Electronic Data Processing (EDP) Systems & Programming Analyst position. For the last 15 years, he has been the primary person responsible for maintaining the District's database and creating/maintaining the District's computer system applications as a whole. This involved the following tasks:

1. Plan, schedule, coordinate, and participate in the development, testing, and implementation of computer applications;
2. Consult with current and proposed computer applications users on the feasibility of proposed systems and changes to existing computer applications;

3. Analyze ongoing computerization needs; identify alternatives; estimate cost and timing of application modifications and new systems development; propose computer based solutions for department operating needs;
4. Monitor system operations and the correction of system operations problems; develop and implement solutions to problems; confer with department staff, vendors, and technical support personnel regarding changes in operating procedures and system designs;
5. Modify, enhance, or add modules to current programs;
6. Write program code and script, debug existing and developing programs;
7. Design, modify, and monitor computer systems; and
8. Perform emergency maintenance and repair on IT equipment and software as needed.

The IT section of the Administrative Division has two staff positions: EDP Systems & Programing Analyst and Network Technician. During the last year before his retirement, Mr. Willis worked to better document the resources, processes, and tools for these tasks. Unfortunately, the other staff member in the IT section accepted a job offer shortly before Mr. Willis's retirement and is no longer with the District. Therefore, both positions are currently unfilled.

Maintaining the District's day-to-day computer systems is critical to allow all employees to efficiently complete their work. While we prioritize the workload to ensure the most important computer tasks are completed, several of the computer programs used on a daily basis at the District are specialized and not off-the-shelf products, so maintaining them is vital. Mr. Willis' experience and familiarity with the District's computer systems and his knowledge of the District's internal database, tools, and procedures make him particularly qualified to accomplish these tasks efficiently and correctly.

The District is requesting that the Board allow Michael Willis to work approximately six months on a part-time basis to assist with any programming/IT needs the District may have while we put a plan together on how the District will move forward.

FISCAL IMPACT:

We anticipate that Mr. Willis will work up to 400 hours with a cost not to exceed \$35,000. Funding for this Extra Help position will come from salary savings resulting from the two vacant Information Technology positions, and result in no net change to this year's budget.