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Agenda Item
Regular Meeting of the
Board of Supervisors
Tuesday, December 16, 2025

Item Number: 1.13

MEETING DATE: 12/16/2025

DEPARTMENT: COUNTY ADMINISTRATION OFFICE

AGENDA ITEM PREPARER: Henie Ring

DEPT HEAD/DIRECTOR: Esperanza Colio Warren

SUBJECT:

COUNTY ADMINISTRATION OFFICE - E. COLIO WARREN

1. Authorize the County Administrative Officer to lift the hiring freeze to authorize the hiring of a 1.0 FTE Information Systems Support Tech III and 1.0 FTE Network Engineer in the Information Technology division; and
2. Allocate 1.0 FTE Information Systems Support Tech III and 1.0 FTE Network Engineer in the County positions in the Administrative Office; and
3. Direct Human Resources to begin an open recruitment for both positions.

SBC FILE NUMBER: 119

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

In the County's Budget for FY 25/26, there were two managers allocated in the IT Division in the County Administrative Office: IT Network & Security Manager and Information Technology Manager. On November 14, 2025, the current 1.0 FTE IT Network & Security Manager position became vacant. Effective November 23, 2025, the current 1.0 FTE Network Engineer requested to transfer as a (part-time) .50 FTE. The Network Engineer position is funded through the Community Corrections Partnership (CCP) and performs network support as well as other IT software systems and program support work for the law enforcement departments (Sheriff's Office, District Attorney's Office and Probation). Due to the vacated IT Network & Security Manager and for continuity of IT network services for the entire county as well as the continued IT support for the law enforcement departments software programs, the County Administration is requesting to fill and recruit for a 1.0 FTE Information Systems Support Tech III and a 1.0 FTE Network Engineer.

FISCAL IMPACT:

There is sufficient salary savings from the vacated IT Network & Security Manager to cover the cost of the new 1.0 FTE Information Systems Support Tech III through the remainder of FY 25/26. The part-time .50 FTE Network Engineer and the new 1.0 FTE Network Engineer will be to be funded through reimbursement by the CCP.

STAFF RECOMMENDATION:

1. Authorize the County Administrative Officer to lift the hiring freeze to authorize the hiring of a 1.0 FTE Information Systems Support Tech III and 1.0 FTE Network Engineer in the Information Technology division; and
2. Allocate 1.0 FTE Information Systems Support Tech III and 1.0 FTE Network Engineer in the County positions in the Administrative Office; and
3. Direct Human Resources to begin an open recruitment for both positions.

ATTACHMENTS:

[Board Agenda Fact Sheet - IT Hiring Freeze](#)