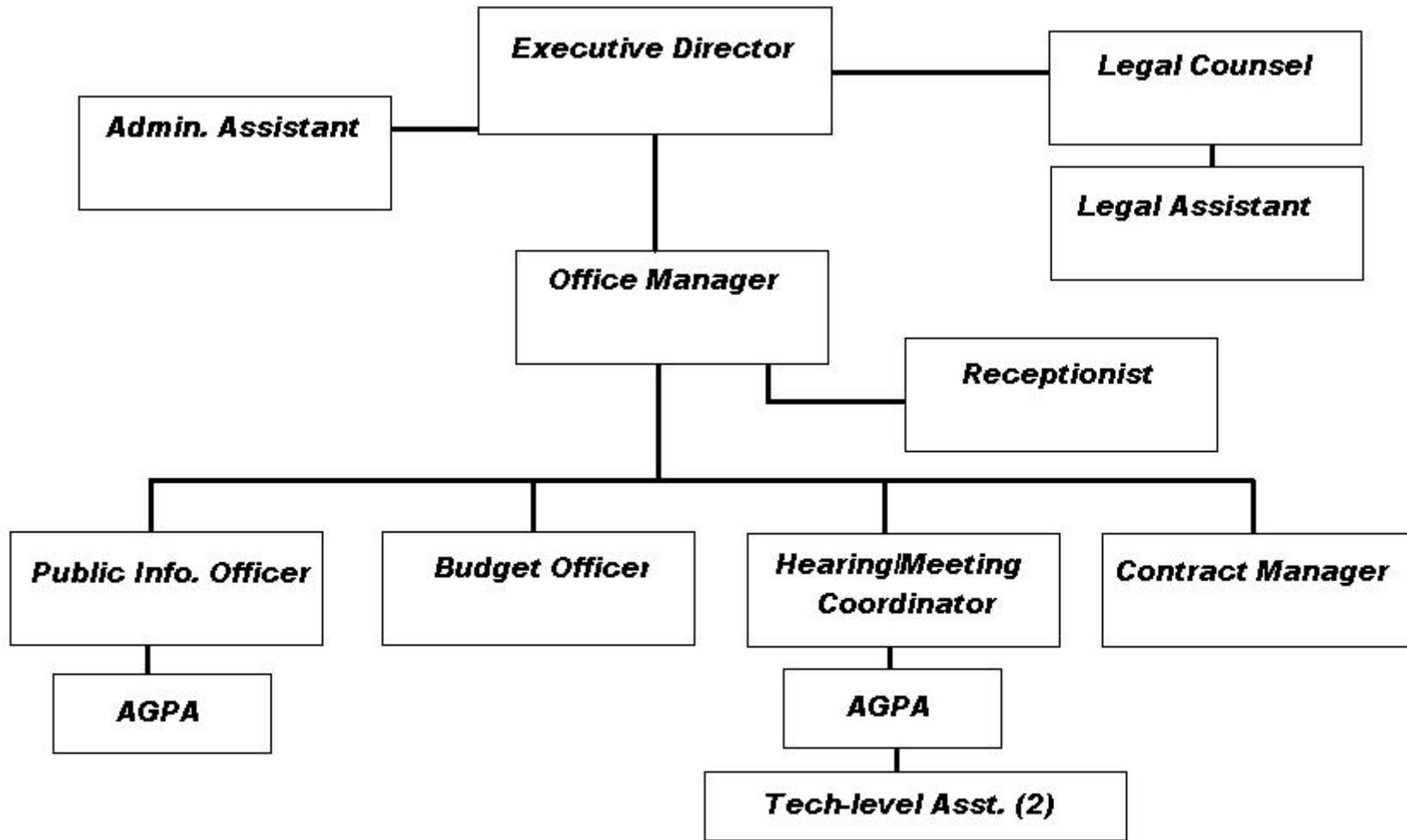


Original Organizational Chart



**Table 1: Personnel Salaries based on original Org. Chart**

<b>Position</b>	<b>Comparable Civil Serv. Class</b>	<b>Salary Mid-Point (1 mo.)</b>	<b>Salary Mid-Point (thru (9/1))</b>
Executive Director	CEA 5	14,447	101,128
Admin Asst.	5538 Admin. Asst. II	6,336	44,353
Legal Counsel	CEA 5	14,447	101,128
Counsel Asst.	1820 Legal Asst. <b>5237 Legal Analyst</b> 6333 Sr. Legal Analyst	5,533	38,961
Office Manager	4969 Staff Services Mgr. II	8,438	59,068
Receptionist	1176 Secretary <b>1247 Exec.Secretary I</b> 1245 Exec.Secretary II	4,350	30,449
Public Info. Officer	5597 Information Officer III, CEA	9,716	68,013
Web Tech / IT	1557 Info Systems Tech Spec. II	6,214	43,498
Budget Officer	5266 Staff Finance Budget Analyst	7,648	53,535
Contract Manager	4800 Staff Services Mgr. I	7,284	50,987
Hearing/Meeting Coordinator	4800 Staff Services Mgr. I	7,284	50,987
AGPA	5393 AGPA	6,336	44,353
Tech Asst.	5157 Staff Services Analyst	4,393	30,749
Tech Asst.	5157 Staff Services Analyst	4,393	30,749
Total for all 14 positions		<b>\$106,819</b>	<b>\$747,958</b>

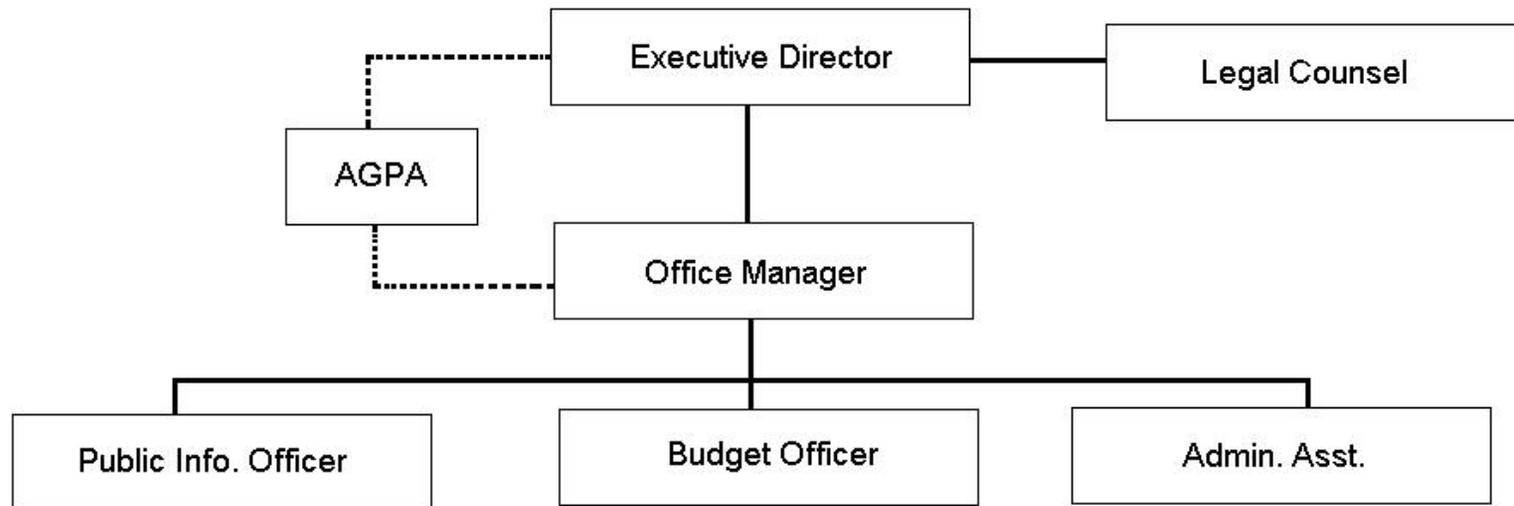
**Notes:**

Positions are listed above as originally conceived. I have indented subordinate positions beneath their respective supervisor.

For the Legal Counsel's Asst. and the Receptionist, scope and level of expected duties were used to pin-point a comparable civil service class within the series. The class used to determine costs is in **bold**. Class descriptions are included for the three civil service classes that were reviewed.

Estimated Personnel costs based on (salary, benefits, payroll costs; gross monthly salary x 1.3)

### Organizational Chart: CRC Staff



**Table 2: Estimated Personnel costs by group (salary, benefits, payroll costs; gross monthly salary x 1.3)**

<b>Position</b>	<b>Comparable Civil Serv. Class</b>	<b>Salary Mid-Point (1 mo.)</b>	<b>Salary Mid-Point (thru 9/1)</b>
Executive Director	CEA 5	14,447	101,128
Admin Asst.	5538 Admin. Asst. II	6,336	44,353
Legal Counsel	CEA 5	14,447	101,128
Public Info. Officer	5597 Information Officer III, CEA	9,716	68,013
totals		<b>\$44,946</b>	<b>\$314,622</b>
Office Manager	4969 Staff Services Mgr. II	8,438	59,068
Budget Officer	5266 Staff Finance Budget Analyst	7,648	53,535
Web Tech / IT	**	**	**
AGPA	5393 AGPA	6,336	44,353
totals		<b>\$22,422</b>	<b>\$156,956</b>
Total for 7 positions		<b>\$67,368</b>	<b>\$471,578</b>

\*\* Will use contractor

-----Original Message-----

From: Maio, Chris

Sent: Monday, January 24, 2011 3:39 PM

To: Mejia, Dora

Subject: SOWs

Attached are statements of work for a web administrator and a desktop support analyst. I suggest a  $\frac{3}{4}$  time (1,380 hours) web admin and a  $\frac{1}{2}$  time (884 hours) desktop support tech. Assuming a mid February start date, these hours should be sufficient through the end of the calendar year.

2 attachments — Download all attachments CRC Desktop.doc  
CRC WebDev-final.doc

## **Statement of Work (SOW) for Desktop Support Analyst**

The Citizens Redistricting Commission (CRC) is seeking to hire a contract information technology professional to provide desktop support services including:

- Google Apps administration;
- Hardware and software installation and troubleshooting;
- Wireless and wired network administration;
- Installation and management of desk telephones;
- Configuration and management of mobile devices;

**The contractor will have at least 4 years experience performing desktop support tasks including:**

- Managing the Windows operating system;
- Hardware and software installation and troubleshooting;
- Wireless and wired network administration;
- Installation and management of desk telephones;
- Configuration and management of mobile devices;

**The contractor should have experience in the following:**

- The suite of applications available via Google Apps
- File management using Google Docs
- Google mail and calendaring
- Windows XP, Vista and 7.
- Anti-virus software
- Working under strict deadlines.

### **Contract Schedule:**

The contract is for onsite services. The contract is for NNNN hours and will be distributed through the contracted period. The term of the contract is February 14, 2011 through December 31, 2011.

## **Statement of Work (SOW) for Web Application Programmer/Analyst**

The Citizens Redistricting Commission (CRC) is seeking to hire a contract information technology professional to provide website administration and content management services including:

- Standardizing, validating, and optimizing html, images and cascading style sheets (CSS);
- Converting content in various formats (i.e. MS Word, etc.) to appropriate web formats (i.e., PDF, etc.)
- Copying content to/from various locations via secure file transfer protocol (SFTP.)
- Understanding of cloud technologies and concepts.

**The contractor will have at least 4 years experience performing web development and administration tasks including:**

- Develop, design and maintain web pages using strict XHTML1.0 and CSS that are WCAG 2.0 Level AA compliant, using a free web authoring tool or Adobe Dreamweaver.
- Validating web pages and cascading style sheets according to W3C standards.
- Optimizing web pages, images and JavaScript for maximum quality and optimal performance.
- Optimizing HTML/CSS for commercial search engines.
- Setting up, configuring, and maintaining Apache web servers
- Setting up, configuring, and maintaining streaming video servers

**The contractor should have experience in the following:**

- Redhat Linux servers
- JavaScript, HTML, and CSS programming
- Secure File Transfer Protocol
- Adobe Photoshop CS3 or higher
- Adobe Illustrator CS3 or higher
- Adobe InDesign CS3 or higher
- Adobe Dreamweaver CS3 or higher
- Microsoft Word 2003 or higher
- Microsoft Excel 2003 or higher
- ADA Compliance Concepts and Practices (WCAG 2.0)
- Working under strict deadlines.

**Contract Schedule:**

The contract is for onsite services and the contractor shall provide their own equipment and software. The contract is for NNNN hours and will be distributed through the contracted period. The term of the contract is February 14, 2011 through December 31, 2011.

## **Class Definitions / Distinguishing Characteristics –CA Civil Service Position Descriptions**

### **Administrative Assistant**

#### 5538 Admin. Asst. II

Employees in this class are normally responsible for relieving a director, deputy director, or head of a large operating unit, of administrative detail. They serve to increase the capacity of the administrator to carry out the duties and responsibilities of his/her position and are to be considered as an augmentation of the administrator rather than a separate entity in the organization of the agency.

Employees in this class are delegated a high degree of responsibility for making recommendations to the administrator involving broad areas of policy formulation or complex administrative action and often are responsible for effecting such recommendations.

Employees in the class of Administrative Assistant I are responsible for obtaining facts on which an administrator may base his/her decisions and for making recommendations that are concerned chiefly with specific cases.

### **Legal Counsel's Assistant - Currently DELETED from Consideration**

#### 6333 Senior Legal Analyst

The class of Senior Legal Analyst is the advanced journey analytical paralegal class established to provide full-time employment in a legal program in State service. Incumbents are the most experienced paralegals who provide high level assistance to attorneys in State service.

The class is designed for permanent employment where incumbents, with direction from an attorney, regularly and independently perform the full range of the most responsible, varied and complex paralegal duties which are analytical in nature, and provide consultative services to management and others.

It is distinguished from the class of Legal Assistant in which incumbents, under the immediate direction, control and responsibility of an attorney, perform the less difficult, more routine paralegal duties generally of a processing, monitoring or data gathering nature;

and from the class of Legal Analyst in which incumbents, under the general supervision of an attorney, may perform a broad range of less difficult paralegal duties which do not require the services of the most experienced paralegals.

## **Office Manager**

### 4969 Staff Services Mgr. II

Incumbents in this series are typically subject-matter generalists who have demonstrated possession of the strong analytical skills, supervisory and/or managerial abilities, and personal qualifications to succeed in a broad range of fiscal, management, staff services, and related settings.

Incumbents in this series are responsible for the effective resolution of a broad range of governmental, supervisory, and/or managerial problems. They conduct and/or review analytical studies and surveys; formulate procedures, policies, and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on its impact or potential impact; represent the State or a given department as assigned; and to do other related work.

## **Receptionist - Currently DELETED from Consideration**

Secretary: This is the journey person level. Under general direction and following general procedures, incumbents in a secretarial capacity receive and screen telephone calls and visitors, use considerable judgment in providing factual information in response to numerous inquiries; establish and maintain confidential and administrative files and prepare summaries of data pertinent to the work of the supervisor or the office. The work typically requires a detailed knowledge of the programs, policies and activities of the employing unit.

Executive Secretary I: This is the advanced journey person level. Under direction of the administrator of a major subdivision of a large State agency or a comparable level executive, incumbents perform difficult and responsible secretarial work and relieve the administrator of a variety of administrative and office details.

Positions at this level typically exist in major subdivisions or large field installations of large State agencies. The secretary's supervisor must have complex program responsibility requiring careful coordination of activities supervised, a considerable amount of responsible policy determination and a substantial amount of demanding personal contact with citizen groups and officials of other governmental agencies.

Positions are allocated to this level where the administrator who is the secretary's supervisor has delegated a substantial amount of administrative detail and nonroutine work to the secretary. The potential for the level of delegated duties is directly related to the importance and responsibility of the position of the administrator, the nature and scope of the functions for which the administrator is responsible, and the level of public contacts.

Executive Secretary II: This is the most advanced level in this series. Under direction of the chief administrative officer of a State agency, with widest latitude for independent action, incumbents perform especially difficult and responsible secretarial work, relieve the details, and to do other related work.

### **Public Information Officer**

Information Officer III, C.E.A.: Plans, organizes, and coordinates the public information and public affairs' programs of a department; as an integral part of top management, attends executive staff meetings; advises and consults with the Director and other members of top management, giving pre-policy decision inputs; answers highly sensitive correspondence and manages the correspondence program for the Director and departmental top management; screens major program and policy change and developments for informational implications; acts as the Director's spokesperson to the public and media; selects appropriate people to appear for the department before the media; has a wide scope of contacts for and through the department; may supervise a technical staff; helps establish departmental and agency information program objectives; makes speeches before various groups; promotes the public knowledge and use of department's programs and services.

## **Web / IT / Mobile Telecomm Specialist - Currently DELETED from Consideration**

1557 Info. Systems Tech Specialist II:

Incumbents support information technology systems, such as, but not limited to, data management; procedure writing; writing job setup instructions; performing program librarian functions; doing other related duties in support of the systems analysis, programming, and machine operations effort of an information technology system; conducting on-the-job training for system users, facilitating system utilization, communicating on a regular basis with system users, operating all components of the information technology system and peripheral equipment (except mainframe consoles), and requesting service on equipment as needed.

This is the highest technical specialist level. Under general direction, incumbents work independently or as team leaders, and perform duties including, but not limited to, scheduling processing in a multiple system environment using appropriate scheduling software; coordinating processing of the largest most complex systems or having lead responsibility for complex teleprocessing across multiple organizations; investigating and resolving system performance problems; coordinating equipment modification and installation tasks; developing, testing, and implementing new and consultant and troubleshooter on the most complex systems.

### **Budget Officer**

5284 Associate Budget Analyst: Under general direction, in an operating agency or department, performs the more responsible and complex technical budget work by coordinating and assisting in the development, preparation, administration, maintenance, review and control of a department's budget; provides consultative budget service to department management; and does other related work.

Prepares baseline budget; prepares budget revisions; reviews, analyzes, evaluates and processes budget change proposals; reconciles appropriation by source of funding; prepares and processes transfer of budget allotments; provides budget information, instruction and assistance to department staff; makes recommendations on budget matters to higher level department management; analyzes proposed legislation to determine funding impact on department programs; may review purchase estimates, printing requisitions, personnel transactions documents and contracts; prepares reports and correspondence.

5266 Staff Finance Budget Analyst: Incumbents in this series analyze, review, and make independent recommendations upon the budgetary and related fiscal affairs of one or more State agencies or departments; will be responsible for budget preparation, including revenue forecasts, budget defense, and presentation; administration and control of approved expenditure plans; make surveys and investigations of operating agencies and consult with and advise responsible agency officials on fiscal organization,

fiscal procedure, and related problems; analyze budget requests and perform continuous budgetary control of appropriations; analyze legislation and prepare policy and issue analyses to summarize for either revenue or expenditure issues; analyze and justify budget programs; gather data and make studies on various problems arising in connection with financial administration; give information and instructions to officers and employees of State agencies concerning specific phases of budget and financial procedures; and prepare reports and correspondence.

### **Contracts Manager - Currently DELETED from Consideration**

4800 Staff Services Manager I: This series specification describes three levels used throughout State service in the performance of a wide variety of fiscal, management, and staff services functions including such areas as personnel, budget, management analysis, administrative services, program evaluation and planning, and policy analysis and formulation. Incumbents in this series are typically subject-matter generalists who have demonstrated possession of the strong analytical skills, supervisory and/or managerial abilities, and personal qualifications to succeed in a broad range of fiscal, management, staff services, and related settings.

Incumbents in this series are responsible for the effective resolution of a broad range of governmental, supervisory, and/or managerial problems. They conduct and/or review analytical studies and surveys; formulate procedures, policies, and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on its impact or potential impact; represent the State or a given department as assigned; and to do other related work.

### **AGPA**

5393 Associate Governmental Program Analyst (AGPA): Under direction, incumbents perform the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; and continually provide consultative services to management or others. This is the full journey level analyst class. Incumbents are typically subject-matter generalists who have demonstrated possession of intellectual abilities, the management tools, and the personal qualifications to succeed in a variety of general staff services settings.

## **Technical Assistant - Currently DELETED from Consideration**

5157 Staff Services Analyst: Responsibilities include application of principles, practices, and trends of public and business administration, management, and supportive staff services expertise to perform various consultative and analytical tasks.

At Range A (\$2817 – 3426), assignments are directly supervised and primarily structured, standard, and recurring. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures to specific situations, rather than the mere application of detailed rules and procedures. The scope and effect of work generally involves routine analytical tasks impacting the immediate work unit.

Analysis of work at Range B (\$3050 – 3708) is expected to show broader knowledge of the work environment, and organizational and/or departmental requirements. There is less direct review than at Range A, with greater breadth in assigned tasks. As job knowledge and skill increase, so do the number of tasks, which involves multitasking and imposed deadlines. Movement through Ranges A and B progress from very specific task-oriented assignments, accompanied by clear, detailed, and specific instructions, to more generally defined objectives including priorities and deadlines.

At Range C (\$3658 – 4448), there are distinct increases in the scope of the work and effect on programs and services. Incumbents are expected to use a more conceptual approach to problem solving and reasoning. At this first journey level, the decisions regarding what work tasks need to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, with the resulting chosen course of action potentially selected from many alternatives. Assignments are less complex in scope and duration than at the full journey level, although incumbents do have authority to plan, design, and carry out work within a clear framework established by the supervisor.

Incumbents use judgment in interpreting and adapting guidelines such as policies, laws and rules, manuals, and work directions for application to specific cases or problems. Responsibilities involve increasing independence and judgment, accompanied by decreasing supervision, in the performance of a variety of analytical tasks such as program evaluation and planning; systems development; budgeting, planning, training, management, and personnel analysis; and other related work. Incumbents perform a wide range of established consultative and analytical activities of organizational concern impacting staff or customers at many locations.