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**Sponsor:** Human Resources

**Meeting Date:** 7/23/2024

**Title:** Salary Schedule and Grade Allocation for Deputy Director  
Information Services - Unclassified Service

**File Number:** 2024-321

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**Background and Rationale:**

Human Resources is requesting the creation of a new, unrepresented job classification: Deputy Director Information Services - Unclassified.

The role of Information Services (IS) Deputy Director will enhance operational efficiency, strategic alignment, risk mitigation and succession planning.

The Deputy Director will play a pivotal role in streamlining day-to-day operations within the Information Services department. By overseeing operations, managing teams, and ensuring efficient workflows, the Chief Information Officer (CIO) can focus on strategic planning, innovation, and long-term vision. IS Division Managers will report to the Deputy Director, who will also manage the Information Technology Service Management Team.

The Deputy Director also acts as a bridge between IS and overall business objectives. They will align technology initiatives with the county's vision, mission, and goals, ensuring that technology investments contribute directly to their achievement. By handling tactical matters, the Deputy allows the CIO to engage in cross-functional collaboration and strategic decision-making, enhancing the organization's agility and responsiveness.

The Deputy Director also provides risk mitigation and leadership continuity. In the CIO absence or during unexpected events the Deputy Director will represent the county in all matters related to Information Services functions, including the day-to-day operations of the department.

Human Resources department followed its normal process for conducting the classification study while incorporating Talent Priority recommendations for classification and compensation changes that aligns with Ramsey County's compensation philosophy and properly aligns the levels of work within the compensation structure and supports Ramsey County's vision, mission, and goals.

Ramsey County is committed to administering a compensation program in a manner that is fair and equitable. Ramsey County will position itself at the 65th percentile of its relevant core comparators ensuring that our organization is competitive within the public service sector.

- To be in alignment with the market and consider internal equity, it is recommended that the Deputy Director Information Services - Unclassified is allocated to salary schedule 98B Grade 42.
- The 65th percentile of the comparable market is encompassed in the recommended salary plan and grade.

The recommended salary is based on the Ramsey County's job evaluation procedures and policies and is consistent with county compensation policy and practices (Resolution 95-356 and the Personnel Act (Minnesota Statutes 383A.282).

The Deputy Director Information Services (Unclassified) meets the standards and criteria of the Personnel Act- Minnesota Statutes 383A.286, Subdivision 3 to be placed in the Unclassified service.

**Recommendation:**

The Ramsey County Board of Commissioners resolved to:

1. Approve the salary schedule and grade for a new unrepresented job classification: Deputy Director Information Services - Unclassified.
2. Approve designation of a new classification to the unclassified service in accordance with Minnesota Statutes 383A.285, Subdivision 3
  - Job Classification: Deputy Director Information Services - Unclassified
  - Schedule: 98B
  - Grade: 42
  - Annual Salary Range: \$114,115 - \$169,714

A motion to approve was made by Commissioner Frethem, seconded by Commissioner Reinhardt. Motion passed.

Aye: - 7: Frethem, Martinson, McGuire, Moran, Ortega, Reinhardt, and Xiong

By:   
Mee Cheng, Chief Clerk - County Board