



May 15, 2025

To: Patrice Sutton, County Administrator
From: Darcy Adcock, HR Director

Re: EIT-New Position Request

Department Request [Enterprise IT]

Attached.

Human Resources Analysis [Darcy Adcock]

Addition of position: ERP Program Manager

Through several conversations with CIO Blanding, the HR department has determined that the need for an ERP Program Manager is prevalent. There is a significant need for focused support and oversight of the Program, from a centralized Countywide perspective. Managing the vendor, security, and oversight of the governance and strategy, requires a strategic and dedicated leadership position. There are needs to partner with county leaders to drive and manage standardization efforts.

Job Responsibilities:

- Leading the County's ERP roadmap, ensuring operational readiness, regulatory compliance, and user experience excellence
- Overseeing the County's ERP support model, including internal staff and external managed services
- Managing key vendor relationships, ensuring service levels, contract performance, and integration alignment across multiple platforms
- Leading Workday's twice-annual release planning process, including impact analysis, testing coordination, and support for related training and communications across departments
- Coordinating ongoing continuous improvement initiatives to enhance ERP functionality, streamline business processes, and support evolving organizational needs
- Partnering with Executive Leaders, Department Heads and/or designees to ensure the system is performing in accordance with identified county needs as well as providing collaborative and strategic support to mitigate system-related challenges.

Request:

Create an additional position to the 2025 budget, ERP Program Manager, Grade 19.

Positions similar in grade and scope, as they are Enterprise-wide, are as follows:

Chief Communications Officer

EMA Manager

Positions similar in grade, are as follows:

Deputy HR Director

Assistant Director-WFD

Director of Human Resources-Health Department

Director-Judicial Ops

Director of Finance-Courts

Deputy IT Director

In an effort to support the County's investment of the Workday ERP and to ensure compliance, standardization, and countywide goals and governance efforts are met, Human Resources supports the additional position. This position requires enterprise-wide oversight, leadership skills, and significant decision-making ability.

Request follows Policy 5.11 Compensation Program Procedures: Section 1-Classification of Newly Created Positions.