## RESOLUTION NO. 2014-31

A RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS, STATE OF CALIFORNIA, AMENDING THE DEPARTMENTAL ALLOCATION LIST FOR THE ASSESSOR-RECORDER/COUNTY CLERK DEPARTMENT, THE TABLE AND INDEX OF CLASSES, AND APPROPRIATE PERSONNEL POLICIES EFFECTIVE APRIL 8, 2014

**WHEREAS,** Government Code section 25300 provides that the Board of Supervisors shall provide for the number, compensation, tenure, appointment and conditions of employment of county employees and that such action may be taken by ordinance or resolution; and

**WHEREAS**, section 2.100.280 of the Napa County Code provides that the number of positions and classifications in the Departmental Allocation List shall be established from time to time by resolution of the Board of Supervisors; and

**WHEREAS,** section 2.100.270 of the Napa County Code provides that the “Table and Index” may be amended from time to time by resolution of the Board of Supervisors; and

**WHEREAS**, the Director of Human Resources recommends that the proposed changes to the Departmental Allocation List of the Assessor-Recorder/County Clerk, proposed changes to the Table and Index of Classes, and proposed changes to appropriate personnel policies, as set forth in Exhibit “A,” be implemented.

**NOW, THEREFORE, BE IT RESOLVED** that the Napa County Board of Supervisors hereby approves the changes to the Departmental Allocation List for the Assessor-Recorder/County Clerk, changes to the Table and Index of Classes, and changes to appropriate personnel policies, as set forth in Exhibit “A,” effective April 8, 2014.

The foregoing resolution was duly and regularly adopted by the Napa County Board of Supervisors, State of California, at a regular meeting of said Board held on the 8th day of April 2014, by the following vote:

AYES: SUPERVISORS WAGENKNECHT, CALDWELL, LUCE, DILLON

and DODD

NOES: SUPERVISORS NONE

ABSENT: SUPERVISORS NONE

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Mark Luce, Chairman of the Board of Supervisors

ATTEST: Gladys I. Coil

Clerk of the Board of Supervisors

**APPROVED BY THE NAPA COUNTY**

**BOARD OF SUPERVISORS**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Processed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy Clerk of the Board

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVED AS TO FORM**

Office of County Counsel

By: Jennifer Yasumoto, Deputy

(by e-signature)

Date: March 20, 2014

**EXHIBIT A**

Director of Human Resources requests approval of the following actions, effective April 8, 2014:

1. Amend the Departmental Allocation List as follows:

**ASSESSOR-RECORDER/COUNTY CLERK DEPARTMENT: BUDGET UNIT #11700**

Delete: One (1.0 FTE) (NCO) Assistant Assessor-Recorder-County Clerk-Registrar

Add: One (1.0 FTE) (M) Staff Services Manager

1. Amend the Table and Index of Classes as follows:

Delete: Assistant Assessor-Recorder-County Clerk-Registrar

$4,096.80 - $4,932.80 (biweekly salary)

$8,876.40 - $10,687.73 (monthly salary)

1. Amend Part I: Section 37A of the Napa County Policy Manual, Employer-

Employee Relations Policy, by deleting Assistant Assessor-Recorder-County Clerk-Registrar from the list of Management Classes.

1. Amend Part I: Section 37B of the Napa County Policy Manual, Overtime Policy, by deleting Assistant Assessor-Recorder-County Clerk-Registrar from the list of Management Classes.
2. Amend Pat I: Section 37C-3 of the Napa County Policy Manual; Management Compensation Plan – Management Non-Classified (Other) by deleting Assistant Assessor-Recorder-County Clerk-Registrar.