## RESOLUTION NO. 2014-86

A RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS,

STATE OF CALIFORNIA, AMENDING THE DEPARTMENTAL ALLOCATION LISTS

FOR THE FISCAL DIVISION, OPERATIONS DIVISION, ORGANIZATIONAL RESOURCES AND DEVELOPMENT DIVISION, ADMINISTRATION DIVISION, AND PUBLIC HEALTH DIVISION OF THE HEALTH AND HUMAN SERVICES AGENCY, AMENDING THE TABLE AND INDEX OF CLASSES, AND AMENDING APPROPRIATE PERSONNEL POLICIES, EFFECTIVE AUGUST 2, 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 Lists 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 Lists for the Fiscal Division, Operations Division, Organizational Resources and Development Division, Administration Division and Public Health Division of the Health and Human Services Agency, the 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 Lists for the Fiscal Division, Operations Division, Organizational Resources and Development Division, Administration Division, and Public Health Division of the Health and Human Services Agency, changes to the Table and Index of Classes, and changes to appropriate personnel policies, as set forth in Exhibit “A,” effective August 2, 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 22nd day of July 2014, by the following vote:

AYES: SUPERVISORS CALDWELL, WAGENKNECHT, DILLON,

DODD and LUCE

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

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

**APPROVED BY THE NAPA COUNTY**

**BOARD OF SUPERVISORS**

Date: July 22, 2014

Processed by:

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

Deputy Clerk of the Board

**APPROVED AS TO FORM**

Office of County Counsel

By: Jennifer Yasumoto, Deputy

(by e-signature)

Date: July 11, 2014

**EXHIBIT A**

Director of Human Resources requests approval of the following actions, effective August 2, 2014:

1. Amend the Departmental Allocation Lists as follows:

**FISCAL DIVISION: BUDGET UNIT # 20011-00**

Delete: Two (1.0 FTE) Staff Services Analyst I/II

One (1.0 FTE) Staff Services Analyst I

**ORGANIZATIONAL RESOURCES AND DEVELOPMENT:**

**BUDGET UNIT #20014-00**

Delete: Two (1.0 FTE) Staff Services Analyst I

One (1.0 FTE) (NCO) Staff Administration Manager

One (1.0 FTE) Senior Office Assistant

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

One (1.0 FTE) Staff Services Analyst I/II

**OPERATIONS: BUDGET UNIT #20012-00**

Delete: One (1.0 FTE) Records Coordinator

One (1.0 FTE) (NCO) Operations Manager - HHSA

Add: One (1.0 FTE) Staff Services Analyst I/II

One (1.0 FTE) Staff Services Analyst I

One (1.0 FTE) Senior Office Assistant

One (1.0 FTE) (MC) Staff Services Manager

One (1.0 FTE) (MC) Health Records Information Manager

One (1.0 FTE) (NCO) Deputy Director of Health and Human Services Agency - Operations

**ADMINISTRATION: BUDGET UNIT #20010-00**

Delete: One (1.0 FTE) (MC) Program Manager II

**PUBLIC HEALTH: BUDGET UNIT #20001-00**

Add: One (1.0 FTE) Staff Services Analyst I/II

One (1.0 FTE) (MC) Program Manager II

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

Delete: Operations Manager – HHSA

$3,426.40 - $4,116.00 (biweekly salary)

$7,424.00 - $8,918.00 (approximate monthly salary)

Add: Deputy Director of Health and Human Services Agency - Operations

$3,860.00 - $4,642.40 (biweekly salary)

$8,363.00 - $10,059.00 (approximate monthly salary)

Add: Health Records Information Manager

$2,749.60 - $3,292.80 (biweekly salary)

$5,957.00 - $7,134.00 (approximate monthly salary)

1. Amend Part I: Section 37C-1 of the Napa County Policy Manual, Management Compensation Plan-Management Classified, by adding Health Records Information Manager to Attachment 1, Part A.
2. Amend Part I: Section 37C-3 of the Napa County Policy Manual, Management Compensation Plan-Management Non-Classified (Other), by deleting Operations Manager – HHSA and adding Deputy Director of Health and Human Services Agency - Operations to Attachment 1, Part A, Section 2.
3. Amend Part I: Section 37A of the Napa County Policy Manual, Employer-Employee Relations Policy, by adding Health Records Information Manager, deleting Operations Manager – HHSA and adding Deputy Director of Health and Human Services Agency - Operations to the list of Management Classes.
4. Amend Part I: Section 37B of the Napa County Policy Manual, Overtime Policy, by adding Health Records Information Manager, deleting Operations Manager – HHSA and adding Deputy Director of Health and Human Services Agency - Operations to the List of Classes Exempt from Overtime.