



A Tradition of Stewardship
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Agenda Date: 8/14/2012

Agenda Placement: 7X

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz for Mason, Suzanne R. - Director
Human Resources

REPORT BY: Heather Ruiz, DEP DIRECTOR, EMPL & COMP - 707-259-8720

SUBJECT: Resolution Amending Departmental Allocation List for the District Attorney's Office

RECOMMENDATION

Director of Human Resources and the District Attorney request the adoption of a resolution amending the Departmental Allocation List for the District Attorney's Office, by deleting two (2.0 FTE) Senior Account Clerk allocations and adding one (1.0 FTE) Account Clerk II and one (1.0 FTE) Staff Services Analyst I/II, effective August 14, 2012, with no net increase in the number of full time equivalents.

EXECUTIVE SUMMARY

Due to the vacancy of both Senior Account Clerk positions in the District Attorney's (DA) Office, the District Attorney initiated a review of the staffing of the Fiscal Services Unit, and proposed a redistribution of the duties in order to better meet the needs of the department while ensuring appropriate internal controls and creating more efficient operations. The DA's Office receives a number of grants resulting in complex fiscal processing, tracking and reporting duties related to these grants and the department's budget. Human Resources reviewed the proposed structure for the Fiscal Services Unit, and determined that the activities involved in the administration of these grants were outside the scope of the Senior Account Clerk classification, and were more appropriately assigned to a Staff Services Analyst I, while other activities such as timekeeping, ordering of office supplies, accounts payable tasks and travel reimbursements are more appropriate for the classification of Account Clerk II. Therefore, the Director of Human Resources is recommending the deletion of the two vacant Senior Account Clerk positions, and the addition of a Staff Services Analyst I/II and an Account Clerk II.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	No
What is the revenue source?	General Fund
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The complexity of the fiscal duties associated with the administration of grants awarded to the District Attorney's Office require that the Office have a dedicated professional level fiscal analyst to ensure the requirements of each grant are met. Improper administration of the grants could have a negative financial impact on the District Attorney's Office and the County, therefore, it is important to have someone with the appropriate level of skill and knowledge administering these grants.
Is the general fund affected?	Yes
Future fiscal impact:	This is a permanent position and future allocations will be budgeted accordingly. The anticipated salary and benefits savings from this change for the remainder of Fiscal Year 2012-13 is approximately \$44,750, based upon an estimated start date of November 2012. This includes the vacancy savings until November along with the cost of hiring Extra Help staff to backfill during the recruitment. The ongoing annualized cost increase for future fiscal years will be approximately \$13,200. The District Attorney has agreed to offset this cost increase in future fiscal years by making position changes that would result in cost savings, including the costs in administering grants in all future applications where it is allowed, and identifying other line item reductions to fully cover the increases resulting from this staffing change.
Consequences if not approved:	The Office's ability to meet its fiscal administration and reporting responsibilities in a timely manner may be negatively impacted and may result in the loss of some grant funding sources.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Fiscal Services Unit of the District Attorney's Office currently has two (2.0 FTE) vacant Senior Account Clerk positions. These two vacant positions created an opportunity for the District Attorney to review the staffing of the Fiscal Services Unit in relation to the number of grants the department has received and is required to properly administer. Therefore, in order to create a staffing model that will ensure the appropriate internal controls as well as efficient operations for the department the District Attorney proposed a redistribution of the duties in order to better meet the needs of the department. The increase in the number of grants over the last several years has created more complexity in the fiscal processing, tracking and reporting duties related to these grants. Human Resources reviewed the proposed structure, and determined that the activities involved in the administration of these grants were outside the scope of the Senior Account Clerk classification, and were more appropriately assigned to a Staff Services Analyst I, while other activities such as timekeeping, ordering of office supplies, accounts payable tasks and travel reimbursements are more appropriate for the classification of Account Clerk II.

Therefore, the Director of Human Resources and the District Attorney recommend the adoption of a resolution to amend the Departmental Allocation List as shown in "Exhibit A", effective August 14, 2012, resulting in no net increase to FTE.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi