



Agenda Date: 1/24/2006
Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Acting Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amend the Table & Index - Management Analyst Series

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Table and Index of Classes to increase the salary of certain Management Analyst classifications within the flexibly staffed Management Analyst series, effective January 28, 2006.

EXECUTIVE SUMMARY

As a result of two extensive but unsuccessful Management Analyst recruitments within the County Executive Office, Human Resources has studied the Management Analyst classifications and recommends that the salary for three of the four classifications in the flexibly-staffed series be adjusted.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The increase cost for the remainder of the current fiscal year is estimated at approximately \$7,515 (base wage plus employer retirement contributions). For FY 2005-2006, this cost increase will be covered by salary savings due to vacancies.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The proposed salary adjustments are needed so that the County can staff vacancies in the Management Analyst series within the County Executive Office.
Is the general fund affected?	Yes

Future fiscal impact: The future fiscal impact of the proposed changes is approximately \$19,600 annually.

Consequences if not approved: If this action is not approved, the Management Analyst series will not be as viable a career progression for internal candidates and the County will have a very difficult time attracting highly qualified candidates from the internal and external pool of qualified candidates.

Additional Information: None

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

As a result of two extensive but unsuccessful Management Analyst recruitments within the County Executive Office (CEO), Human Resources conducted a thorough examination of the recruitment process including an analysis of both the internal and external salary relationships.

The analysis indicated that salary relationships were the primary cause of the failed recruitments. Salary adjustments to certain county classifications in 2004/05 disturbed the internal relationship between the Management Analyst series and its "feeder" classifications (Staff Service Analyst and Staff Services Manager) and resulted in the inability to successfully recruit at the Senior Management Analyst level from within the organization. Examination of the external labor market indicated that the Management Analyst I and the Principal Management Analyst levels were significantly below the external market and further contributed to the inability to attract highly qualified candidates.

Prior to conducting a subsequent recruitment, Human Resources is recommending adjustments to three of four classifications in the Management Analyst series: 3.6% at the entry Management Analyst I level, 4.8% at the Senior level, and 5.8% at the advanced Principal level. Human Resources is not recommending any adjustment to the Management Analyst II level.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey