



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/24/2017

Agenda Placement: 6R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Stephanie Sifuentes, Human Resources Analyst II - 707-259-8720

SUBJECT: Amend the Table and Index of Classes, Departmental Allocation List for PBES, and Personnel Policies

RECOMMENDATION

Director of Human Resources requests adoption of a resolution amending the Table and Index of Classes, the Departmental Allocation List for PBES, and appropriate personnel policies as follows, effective January 28, 2017:

1. Amend the Table and Index of Classes by:
 - a. Deleting a Deputy Planning Director;
 - b. Adding a Planning Manager (NCO);
 - c. Adding a Code Compliance/Process Improvement Manager (NCO); and
 - d. Adding an Engineering Manager - PBES (NCO).
2. Amend the Departmental Allocation List by:
 - a. Deleting one 1.0 FTE Deputy Planning Director;
 - b. Adding one 1.0 FTE Planning Manager;
 - c. Deleting one 1.0 FTE Engineering Manager - Public Works;
 - d. Adding one 1.0 FTE Engineering Manager - PBES;
 - e. Adding one 1.0 FTE Code Compliance/Process Improvement Manager; and
 - f. Adding one 1.0 FTE Senior Environmental Health Specialist.
3. Amend appropriate personnel policies as outlined in "Exhibit A" of the resolution.

EXECUTIVE SUMMARY

Director of Human Resources and Director of Planning, Building, and Environmental Services recommend several actions as part of a department reorganization to improve efficiency and service delivery. It is recommended that the vacant Deputy Planning Director be deleted and replaced with a Planning Manager to create a consistent management structure across the divisions. In addition, it is recommended that a Code Compliance/Process

Improvement Manager be added to establish a separate Code Compliance Division, to focus on improving efficiency for the permitting processes across the department, and to work with constituents in resolving issues or concerns with the permitting process. Lastly, it is recommended that one additional Senior Environmental Health Specialist be added to ensure compliance with expanding State laws regarding well and wastewater treatment permitting.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The revenue source will be permitting fees, which will offset 80% of the Planning Manager, 80% of the EH Specialist position, and 80% of the Code Compliance/Process Improvement Manager.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The current staffing model is the result of a reorganization that combined two stand-alone departments and pieces of a third department. Further adjustments in the organizational structure were always anticipated in order to improve the efficiencies of the multiple divisions.
Is the general fund affected?	Yes
Future fiscal impact:	The impact to the remainder of the current fiscal year for deleting the Deputy Planning Director and replacing it with the Planning Manager is an increase of approximately \$6,000. Adding the Senior Environmental Health Specialist results in an approximate increase of \$38,700, while adding the Code Compliance/Process Improvement Manager results in an increase of approximately \$49,165 for the remainder of the current fiscal year. Future fiscal years will be budgeted accordingly for all positions.
Consequences if not approved:	If these changes are not approved, then the organizational efficiencies, additional permitting staff, and process improvement efforts will be implemented at a slower rate.
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

In 2013, a reorganization combined the Conservation, Development and Planning Department and the Environmental Management Department, along with some functions that belonged to Public Works, into what is

now the Planning, Building, and Environmental Services Department. At the time of this reorganization, it was envisioned that staff would return to the Board with further changes to accommodate the newly combined departments.

The Director of Human Resources and the Director of Planning, Building, and Environmental Services have evaluated the department's current service level and staffing model throughout and across its divisions. Through our current evaluation, it was determined that there is a need to make adjustments to that initial reorganization in order to make the department and its divisions function more efficiently and deliver a higher level of service. These changes constitute a second phase of the reorganization. A third phase may be requested as part of the 2017-2018 budget.

The Planning Manager position would replace the Deputy Director position, which is currently vacant. The position is necessary to provide management of the Planning Division. This change creates a consistent management structure across the divisions in the department and clarifies the roles of different levels of management. This change also recognizes the complexity involved in managing the Planning Division, and refocuses a management position on meeting those challenges rather than having more department-wide responsibilities.

The Senior Environmental Health Specialist is a new position, to be located within the Land Use unit which oversees well and wastewater treatment permitting. State law regarding the development of both wells and wastewater has expanded in recent years and is expected to continue. The recent adoption of the Sustainable Groundwater Management Act and the requirement for a Local Agency Management Plan, in addition to local concerns over hold and haul facilities and the monitoring requirements associated with the Water Availability Analysis, have created the need for additional staff to ensure compliance. Staff resources have not grown to accommodate this additional work which has led to slower permit process times. This new position would eliminate the backlog of work and would allow the County to remain in compliance with the rapidly changing regulatory landscape.

The Code Compliance/Process Improvement Manager is a new position requested by the Board of Supervisors last year. It was allocated as a Principal Planner position in the 2016-2017 budget. After further review with Human Resources and County Executive Office staff, a recommendation is being made to create a new managerial position. This new position would be able to deal directly with other division managers on permitting issues, resolving customer complaints and concerns, and spearheading a new effort to improve permit process efficiency and consistency throughout PBES. The creation of this management position also allows for the establishment of a separate Code Compliance Division, which will be able to ensure consistent code enforcement for all of the divisions within PBES, compared to its present focus within the Building Division.

The Engineering Manager in the Planning, Building, and Environmental Services Department has a classification title of Engineering Manager - Public Works (as a result of the initial reorganization). We recommend adding an appropriate management classification title of Engineering Manager - PBES (NCO) to the Table and Index of Classes and reclassifying the incumbent to that newly created title. While the new classification will be created as Management Non-Classified (Other), the current incumbent will remain Management Classified while inhabiting this title.

The Director of Human Resources and the Director of Planning, Building, and Environmental Services recommend the adoption of a resolution to amend the Table and Index of Classes, Departmental Allocation List for the Planning, Building, and Environmental Services Department, and appropriate personnel policies as shown in "Exhibit A" of the resolution, effective January 28, 2017, with a net increase of two full-time equivalents.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Carlos Solorio