



Agenda Date: 1/30/2007  
Agenda Placement: 6G

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Karla Jensen, Human Resources Analyst II , (707) 253-4489  
**SUBJECT:** Amend the Departmental Allocation for the Primary-General Elections Division of the Assessor-Recorder-County Clerk Department.

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Primary-General Elections Division of the Assessor-Recorder-County Clerk Department with regards to adding one (1) Assessment-Records Assistant I Limited Term position through June 30, 2007, effective January 30, 2007.

### **EXECUTIVE SUMMARY**

Human Resources received a request from the Assessor-Recorder-County Clerk to add one (1) Assessment Records Assistant I (Limited Term) position in the Primary-General Elections Division for the period of January 30, 2007 through June 30, 2007. This limited term position is needed to insure continuing productivity and efficiency. The Division is converting to a new Election Information Management system which involves complex training and implementation issues. One full-time employee, an Assessment Records Assistant, will be out on disability during this period.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The Primary-General Elections Division budget will absorb any additional costs. If approved, this request could potentially cost the Division approximately \$400. If the Limited Term (LT) employee begins work after February 26, 2007, there is no fiscal impact.

The employee on disability leave has already exhausted his/her vacation, personal, and sick leave paid time. Under FMLA, County paid benefits (group insurance) for this employee will terminate before March 2007 and the employee will then be on leave without pay. If the LT position starts work the week of February 5, 2007, the employee on disability and the LT employee will overlap for about 3 weeks at a cost of \$400. However, salary savings accumulated over the year would cover this increase.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: The addition of one (1) Assessment-Records Assistant I (Limited Term) in the Primary-General Elections Division is required to insure continuing productivity and efficiency because one full-time employee will be out on disability during this period and the Division is converting to a new Election Information Management system which involves complex training and implementation issues.

Is the general fund affected? Yes

Future fiscal impact: None. The position will be terminated at the end of this fiscal year.

Consequences if not approved: If this request is not approved, the work involved in the conversion and implementation to the new Election Information Management System process may overwhelm our existing staff with one full-time position vacant and may negatively impact the success of this project.

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**

Assessor-Recorder-County Clerk requests the addition of one (1) Assessment Records Assistant I Limited Term position in the Primary-General Elections Division for the period of January 30, 2007 through June 30, 2007. This limited term position is needed to fill in for a permanent employee who is out on disability leave. During this time period, the Division will be converting to a new Election Information Management System that covers voter registration and election management, including precinct creation, candidate filings, ballot layout, etc. Because of the complex nature of the conversion, which is considered beyond the expertise of an extra help employee, a full-time Limited Term position is requested to complete this conversion.

There could be minor costs of approximately \$400 to the Division by creating this Limited Term position for this period of time. However, the increase can be offset by salary savings within the Division.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton