



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

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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 List and the Table and Index for the County Executive Office

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following in connection with the County Executive Office, effective February 10, 2007:

1. Amend the Departmental Allocation List to delete one (1) (C) Administrative Secretary I and add one (1) (C) Executive Assistant-CEO;
2. Amend the Table and Index to add Executive Assistant-CEO; and
3. Amend appropriate policies to add reference to Executive Assistant-CEO.

EXECUTIVE SUMMARY

Human Resources received a reclassification request to study the Administrative Secretary I (Confidential) position. Based on the findings of this study, Human Resources determined that the following actions are warranted:

1. Create a new classification titled Executive Assistant-CEO; and,
2. Align the salary (base salary plus confidential pay) of the Executive Assistant-CEO with the average rate paid to similar positions in our eight identified jurisdictions of comparison.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund. If approved, this reclassification will increase the current salary budget of the County Executive Office by approximately \$2,700 for the

	remainder of Fiscal Year 06/07. The current year increase will be offset by accumulated salary savings.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the recommended reclassification will create a class that reflects the current duties of the incumbent and a salary that aligns with the average rate paid to similar positions within our identified jurisdictions of comparison.
Is the general fund affected?	Yes
Future fiscal impact:	The annual increase in salary expenses of approximately \$7,000 will be included in future budgets.
Consequences if not approved:	If not approved, the incumbent will continue to work in an out of class assignment.
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

Human Resources received a reclassification request to study the Administrative Secretary I (Confidential) position. This position currently provides direct administrative support to the County Executive Officer, Assistant County Executive Officer, and all five Board members. This position handles confidential and sensitive correspondence, maintains calendars, and arranges meetings, conferences and travel among other responsibilities. As part of the study, a list of the duties, responsibilities, knowledge, skills, abilities and minimum qualifications needed to be successful in the position was submitted to Human Resources. This information, and the information obtained in the audit conducted by Human Resources, was compared with the current class specification for the Administrative Secretary I.

It was determined that the scope of the current duties and responsibilities of the incumbent have changed and are beyond those described in the Administrative Secretary I class specification. Therefore, a new class specification was developed and titled Executive Assistant-CEO. The new class specification describes the administrative support the incumbent provides to the County Executive Officer, the Assistant County Executive Officer, and the members of the Board of Supervisors.

Additionally, a study was conducted among our eight identified jurisdictions of comparison (Contra Costa County, Marin County, Monterey County, City of Napa, Placer County, Santa Cruz County, Solano County and Sonoma County) to determine the average market rate paid to similar positions among these comparator jurisdictions. A job match was found within each comparator organization and the average monthly base rate of these positions was calculated to be \$4,746. The recommended rate found on Exhibit "A," when combined with the additional \$300 monthly confidential pay that this class is entitled to receive, will establish a competitive salary for the Executive Assistant-CEO that closely aligns to the average rate paid by the surveyed comparator organizations.

Therefore, the Human Resources Director recommends amending the Departmental Allocation List and the Table and Index for the County Executive Office as shown on Exhibit "A," effective February 10, 2007.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton