



## 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 Departmental Allocation List and the Table and Index of Classes for the Human Resources Division of the County Executive Office

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution regarding the following in connection with the Human Resources Division of the County Executive Office, effective January 30, 2007:

1. Amend the Departmental Allocation List to delete one (1) (C) Office Assistant II and add one (1) (C) Benefits Technician;
2. Amend the Table and Index of Classes to add Benefits Technician; and
3. Amend appropriate personnel polices to add Benefits Technician.

### **EXECUTIVE SUMMARY**

The Human Resources Director has requested the addition of one paraprofessional Benefits Technician position to the Division's Allocation List and the Table and Index of Classes. This request is based on a realignment of duties that is necessary to meet the operational demands facing the division.

### **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 Division is expected to realize important efficiencies within the benefits processing and administration functions with the creation of a dedicated |

Benefits Technician. In addition, approval of the recommended action will allow for cross training of the staff associated with benefits administration and will provide greater flexibility in assigning critical benefits oriented functions within the Division.

Is the general fund affected? Yes

Future fiscal impact: The impact of this recommendation is expected to increase salary expenses by approximately \$7,350 for the remainder of Fiscal Year 06/07. This increase will be offset by salary savings. If approved, the annualized increase in salary expenses for the Division will be approximately \$17,400 which will be included in future budgets.

Consequences if not approved: Critical benefits projects, timely responses to questions, and the management of the County's various benefits programs may be negatively impacted if the Division does not have a paraprofessional position dedicated to completing the various administrative and processing tasks associated with these programs.

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**

The recommended action creates a new confidential classification, Benefits Technician; deletes a vacant confidential Office Assistant II position from the allocation list; and adds a confidential Benefits Technician to the allocation list.

The Human Resources Director has identified a number of operational inefficiencies that need to be addressed in order for the Division to meet service level expectations. A key component to meeting service level expectations is the Director's ability to allocate the appropriate technical staffing resources to each function based on the number, scope, and complexity of assigned duties and projects. To this end, the Human Resources Director has recognized the need to have a paraprofessional technician class in the Division to complete the varied complex administrative and processing tasks associated with the County's benefit programs. The duties that this paraprofessional position will perform include:

1. Input benefits information into PeopleSoft;
2. Track, monitor and report on benefits activities;
3. Provide a front-line position to handle benefits questions;
4. Conduct new hire orientations; and
5. Prepare and process regulatory, third party and County required documentation.

A new classification of Benefits Technician is recommended. The addition of a paraprofessional position with expertise in benefits administration and benefits processing is vital to the continued success of the Division and to ensure that goals and objectives are met in a timely manner. Additionally, the creation of the classification and

position will allow for cross training of the staff conducting benefits administration activities and will provide greater flexibility in assigning critical administrative functions within the Division.

Presently, a small portion of the routine clerical benefits administration duties are being completed by a Senior Office Assistant. The full range of duties that will be delegated to this new paraprofessional Benefits Technician position are beyond the technical expertise of the Senior Office Assistant classification. The Senior Office Assistant position will continue to provide some higher level clerical support to the Benefits Administrator while also performing administrative support duties associated with the Division's other functions (recruitment, selection, reclassification and customer service).

An internal and external comparison of the duties of the Benefits Technician was made to determine the appropriate salary range assignment for the recommended classification. The external study revealed that only four of our eight identified jurisdictions of comparison had a position with similar duties and responsibilities. The internal study revealed that the duties and responsibilities of the Benefits Technician are similar in scope to those of the Accounting Technician classification. Therefore, based on these findings, it is recommended that the salary for the Benefits Technician be aligned internally with the salary rate paid to the Accounting Technician class.

There will be a vacancy for an Office Assistant II due to a planned promotion. The vacant position created by the promotion will be eliminated with the recommended action.

The Human Resources Director recommends amending the Departmental Allocation List, the Table and Index of Classes and appropriate personnel polices as shown on Exhibit "A," effective January 30, 2007.

## **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton