



Agenda Date: 1/31/2006
Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amend Departmental Allocation List and Table and Index for Human Resources

RECOMMENDATION

Human Resources Director and Director of the Health and Human Services Agency request adoption of a resolution regarding the following in connection with the Health and Human Services Agency and its divisions, effective January 28, 2006:

1. Amend the Departmental Allocation List adding one (1) Acting Administrator of Alcohol & Drug Programs in the Substance Abuse Division and one (1) Acting Mental Health Director in the Mental Health Division;
2. Amend the Table and Index to add Acting Administrator of Alcohol & Drug Programs and Acting Mental Health Director; and
3. Amend appropriate policies to add Acting Administrator of Alcohol & Drug Programs and Acting Mental Health Director.

EXECUTIVE SUMMARY

Approval of the requested actions amends the Departmental Allocation List, Table & Index and the appropriate personnel policies, adding the positions of Acting Administrator of Alcohol and Drug Programs and Acting Mental Health Director effective January 28, 2006. Both positions will be deleted when the vacant Administrator of Alcohol and Drug Programs and Mental Health Director positions are filled.

FISCAL IMPACT

Is there a Fiscal Impact? No

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 position of Administrator of Alcohol and Drug Programs has been vacant since May of 2005 and the position of Mental Health Director became vacant in late July. Interviews are currently in progress for both of these senior management positions, however, appointment of a successor is not anticipated in the immediate future. Prior recruitment did not provide suitable candidates. To enable the Department to continue to operate effectively during the interim, the Human Resources Director and the Director of the Health and Human Services Agency recommend that the Board authorize the allocation of an Acting Administrator of Alcohol and Drug Programs and an Acting Mental Health Director position effective January 28, 2006. Costs associated with both Acting positions will be paid out of salary savings from the vacant, regular positions. The Acting positions will be deleted from the Departmental Allocation List, Table and Index, and appropriate policies upon the appointments of the Administrator of Alcohol & Drug Programs and the Mental Health Director.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey