



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/5/2016

Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS

Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: KEVIN LEMIEUX, HUMAN RESOURCES ANALYST II - 253-4000

SUBJECT: Amend the Departmental Allocation List for the County Executive Office by Deleting a Senior Office Assistant and Adding an Administrative Support Technician

RECOMMENDATION

Director of Human Resources and County Executive Officer request the adoption of a resolution amending the Departmental Allocation List for the County Executive Office as follows, effective January 2, 2016, with no net increase in full-time equivalents:

1. Delete one (1.0 FTE) Senior Office Assistant; and
2. Add one (1.0 FTE) Administrative Support Technician.

EXECUTIVE SUMMARY

The County Executive Officer requested that Human Resources conduct a reclassification study of a Senior Office Assistant position to determine if the incumbent was properly classified. A review of the completed Position Description Questionnaire, departmental interviews and a review of classification specifications revealed that the incumbent is performing duties that are outside the scope of the Senior Office Assistant classification and are more reflective of the duties found in the Administrative Support Technician classification specification.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Funding for the position is in the County Executive Office budget with offsetting

	revenue from the General Liability and Workers' Compensation funds.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification will allow management to continue to assign duties related to important safety and emergency programs.
Is the general fund affected?	No
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2015-2016 is approximately \$1,092. The increased cost of salary and benefits for future fiscal years is approximately \$2,184 and will be budgeted accordingly.
Consequences if not approved:	If the recommended reclassification is not approved, the incumbent's duties will have to be reassigned to a more appropriate position in the department. Due to current workload of other staff, this would create a significant hardship.
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

The County Executive Officer requested that Human Resources conduct a reclassification study of a Senior Office Assistant position to determine if the incumbent was properly classified. A review of the completed Position Description Questionnaire, departmental interviews and a review of classification specifications were conducted.

After careful review, Human Resources has determined that a majority of the incumbent's duties are outside of the scope of the current classification of Senior Office Assistant and are more reflective of the duties in the Administrative Support Technician classification specification. The study revealed that the majority of the incumbent's job consists of administrative functions tied to worker's compensation, ergonomic evaluation monitoring, processing accounts payable claims, handling deposits and transfers, and tracking contract expenditures. In addition, the incumbent has absorbed many of the functions of the County Executive Office that were previously handled by Administrative Support Technicians including: acting as a lead for the County's CERT Training Program, taking on new responsibilities related to the Office of Emergency Services Fund, and assisting with the County's Housing Proximity Program. The incumbent is also now tasked with refining antiquated tracking tools related to ergonomic evaluations, is responsible for redesigning reports, and has taken on a greater role in budget development and SAS Budget Module data entry.

As a result of the findings of this reclassification study, it is recommended that the Senior Office Assistant position be reclassified as an Administrative Support Technician.

Therefore, the Director of Human Resources and the County Executive Officer recommend that the the incumbent currently in the position be reclassified as an Administrative Support Technician, effective January 2, 2016, with no

net increase in full-time equivalents.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan