



Agenda Date: 1/8/2008
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Karen Brady, Human Resources Analyst II , 253-4490
SUBJECT: Amendment to Departmental Allocation List - Health & Human Services Administration

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Health & Human Services - Administration deleting one (1) (M) Project Manager H&HS and adding one (1) (M) Operations Manager H&HS effective January 12, 2008.

EXECUTIVE SUMMARY

Human Resources has completed the reclassification study of two management positions within the Health and Human Services Agency. Staff recommend the Project Manager H&HS position be reclassified to a newly created position of Operations Manager H&HS to more accurately reflect the duties currently being performed by the incumbent. Human Resources will be coming back to the Board at a future date regarding the reclassification of the second management position.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services - Administration - Budget Unit #500
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The position was studied and it has been determined that a reclassification is necessary to recognize the current duties assigned to this position.
Is the general fund affected?	Yes
Future fiscal impact:	Funding for this position will be included in future Health & Human Services -

Administration budget requests.

Consequences if not approved: If this reclassification is not approved, the employee will continue to perform duties that are outside of the scope of his classification.

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

Human Resources received a request from the Health & Human Services Agency to study two positions in the Agency for possible reclassification: Chief Operations Officer H&HS and Project Manager H&HS. The study was requested as part of the ongoing restructuring efforts of the Agency.

Today's recommended action relates to the position of Project Manager H&HS. At the time the employee was hired in April, 2005, his responsibilities included logistic and facility coordination; development and implementation of safety protocol; and maintenance of Agency equipment and furnishings. Due to the restructuring of Administration teams and the redistribution of existing work from the Chief Operations Officer, the incumbent's duties have expanded and evolved over a two-year period of time to include responsibility for planning, developing and implementing solutions that involve multiple divisions, as well as organizing work plans and determining how to allocate physical and staff resources. The incumbent now reports directly to the Director of Health & Human Services. In this capacity he is tasked with the following duties:

- | develop and administer a new campus security system, including building access keys and cards and burglar alarms;
- | develop, maintain and update the Agency facilities plan for disasters and other emergencies as components of agency and county preparedness plans;
- | develop and coordinate Agency's facilities/space needs in conjunction with Public Works' County Facilities Master Plan;
- | develop and implement policies and procedures for the operation of an incident reporting system covering incidents and potentially unsafe conditions throughout the Agency;
- | coordinate with the IT department to develop a main library for policies and procedures utilized by Health & Human Services;
- | act as the Agency's liaison on operations involving the Sheriff's department and the City of Napa Police department.
- | interface with IT on website management for Health & Human Services;
- | oversee management of the Agency's kitchen facilities, procedures and services available for HHSA's clients;
- | act as liaison with the CEO's office and agency management regarding the operation of the MSA Grant Program;
- | oversee the agency's client records management systems; and
- | participate as a member of the Senior Management Team at the Agency.

Based upon the study of this position, Human Resources is recommending that a new classification, Operations

Manager H&HS, be created that more accurately reflects the incumbent's assigned responsibilities.

Recommendations regarding the second position included in the study, the Chief Operations Officer H&HS, will be forthcoming to the Board no later than February 26, 2008. The Human Resources study indicated that the scope of duties and responsibilities of the second position had actually decreased over time.

Pursuant to the Classification Policy adopted by the Board in July 2000, the Board must approve position allocations. Any salary adjustments will be effective the first pay period after Board approval. All additional costs shall be absorbed within the Health & Human Services Administration budget. The agency's budget for the current fiscal year projects the cost of this position at a level sufficient to cover the expense of the new classification, should the Board determine to approve reclassification.

It is recommended that the Board approve the reclassification request and the amendment to the Departmental Allocation List.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi