



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

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amendment to Departmental Allocation List - Department of Corrections

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Corrections deleting one (1) Office Assistant II and adding one (1) Correctional Technician effective January 8, 2008.

EXECUTIVE SUMMARY

The Director of Corrections has requested the addition of one (1) Correctional Technician position and the deletion of one (1) Office Assistant II position. This request is based on a realignment of duties that has become necessary to meet the operational demands facing the department.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The additional cost to the department's budget would be approximately \$300 for the remainder of Fiscal Year 2007-2008. The Department will be able to absorb this increase as part of the approved operating budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The additional duties assigned to this position warrant the classification of Correctional Technician.
Is the general fund affected?	Yes
Future fiscal impact:	The additional cost for Fiscal Year 2007-2008 will be approximately \$1,200.

Appropriations will be budgeted accordingly.

Consequences if not approved: The level of responsibility associated with the identified duties would be allocated to a lower level classification which would require the incumbent to work outside their 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

The recommended action deleting one (1) Office Assistant II and adding one (1) Correctional Technician will assist the Director of Corrections in meeting the operational demands facing the department. The primary function of this position is to staff the Court Liaison Desk. The duties associated with this function include:

1. Facilitating the accurate flow of information between the Department and the Court;
2. Reviewing booking sheets and resolving errors made in the booking process;
3. Reviewing files and paperwork for accuracy and completeness prior to placement on Court Calendar;
4. Preparing, processing, scheduling, and tracking paperwork received from Court;
5. Preparing and updating Court calendar using CJIMS;
6. Tracking and processing court paperwork for future remand dates and alternatives to custody programs;
and
7. Using SUSTAIN, tracking and preparing paperwork for weekend Correctional Conservation Core reporting.

The above duties require a high level of responsibility and confidentiality due to the sensitive nature of the information involved. In performing a recent job analysis to fill a vacant Correctional Technician position, it was noted that the duties identified above are commensurate with the types of duties being performed by the Correctional Technician classification.

The Human Resources Director recommends amending the Departmental Allocation List for the Department of Corrections as shown on Exhibit "A," effective January 9, 2008.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan