



Agenda Date: 1/9/2007  
Agenda Placement: 6V

## 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 Table and Index of Classes for the Community Partnership Program 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 Community Partnership Program of the County Executive Office, effective January 13, 2007:

1. Amend the Departmental Allocation List to delete one (1) Community Partnership Analyst;
2. Amend the Department Allocation List to add one flexibly staffed Community Partnership Analyst I/II;
3. Amended the Table and Index of Classes to delete Community Partnership Analyst and add Community Partnership Analyst I and Community Partnership Analyst II; and
4. Amend appropriate policies to delete Community Partnership Analyst and add flexibly staffed Community Partnership Analyst I/II.

### **EXECUTIVE SUMMARY**

Human Resources received a reclassification request to study the Community Partnership Analyst classification. Based on the findings of this study, Human Resources determined that the following actions are warranted:

1. Create a flexible staffed Community Partnership Analyst I/II; and,
2. Align the salaries of the flexibly staffed Community Partnership Analyst I/II with similar positions in the Planner job series; and,
3. Reclassify the incumbent to the Community Partnership Analyst II level.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      Yes

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Is it currently budgeted?	Yes
Where is it budgeted?	Community Partnership Program
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	On May 9, 2006 the Board of Supervisors approved Resolution No. 06-93. This resolution aligned the salaries of the Community Partnership Manager and the Deputy Director of Planning. The reclassification study of the Community Partnership Analyst, conducted by Human Resources, revealed that the flexibly staffed Community Partnership Analyst I/II should also be aligned with similar positions in the Planner job series. This alignment is reflected in the changes found on "Attachment A."
Is the general fund affected?	Yes
Future fiscal impact:	This salary recommendation results in a salary increase of approximately \$1,000 for Fiscal Year 06/07. Future budgets for the Community Partnership Program will reflect approved changes.
Consequences if not approved:	The Community Partnership Analyst I/II salary ranges will continue to be lower than similar positions in the Planner job series.
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**

Human Resources received a reclassification request to study the Community Partnership Analyst classification. As part of the study, a list of the duties, responsibilities, knowledge, skills, abilities and minimum qualifications needed to be successful in the Community Partnership Analyst II position were submitted to Human Resources. This information was compiled into a quantitative job analysis questionnaire. Responses to this questionnaire were scored, ranked and considered in the revision of the class specifications.

The duties and responsibilities for the Community Partnership Analyst II were then evaluated against those of the following classifications: Management Analyst II, Flood Project Analyst, Accountant-Auditor III, Staff Services Analyst II, and Planner III. Additionally, the alignment of the Community Partnership Manager and the Deputy Planning Director was taken consideration in determining the reclassification recommendations.

Based on the findings of this study, the Human Resources Director has determined that the following actions are warranted:

1. Create a flexible staffed Community Partnership Analyst I/II; and,
2. Align the salaries of the flexibly staffed Community Partnership Analyst I/II with classes of Planner I and Planner III respectively; and,
3. Reclassify the incumbent to the Community Partnership Analyst II level.

Therefore, the Human Resources Director recommends amending the Departmental Allocation List and the Table and Index of Classes for the Community Partnership Program of the County Executive Office as shown on "Attachment A", effective January 13, 2007.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Nancy Watt