



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

## 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 the Table & Index of Classes for the Public Works Department.

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Table and Index to increase the salaries of the Deputy Transportation Agency Director and the Transportation Program Manager-Transit in the Public Works Department, effective January 13, 2007.

### **EXECUTIVE SUMMARY**

Currently, County Public Works employees staff the Napa County Transportation Planning Agency (NCTPA). County Human Resources has recently experienced failed recruitments for NCTPA's Executive Director and the Transportation Program Manager-Transit (Transportation Program Manager) positions. Human Resources is thus recommending the adjustment of salaries to be competitive with the market. Because significant salary compaction would be created with other Public Works management positions, it is not feasible for the County to increase the salary of the Executive Director position. NCTPA is thus pursuing options to become an independent employer of the Executive Director. In this event, the Executive Director will no longer be a County employee, and the compaction with other County employees will thus not occur once the Executive Director's salary has been increased to a more competitive level.

To maintain the established salary relationship between the Executive Director's position and that of the Deputy Transportation Agency Director and the Transportation Program Manager, an adjustment of approximately 9.6% is proposed. Approval of the recommended action will appropriately change the Table and Index of Classes for the Public Works Department. The change will increase the salaries of the Deputy Transportation Agency Director and the Transportation Program Manager – Transit, both of which will remain Napa County Public Works employees providing contract services to NCTPA.

### **FISCAL IMPACT**

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|-----------------------------------|--|
| Is there a Fiscal Impact?         | Yes  |
| Is it currently budgeted?         | No   |
| What is the revenue source?       | Funds from the Napa County Transportation Planning Agency (NCTPA) for services provided by the County.   |
| Is it Mandatory or Discretionary? | Discretionary  |
| Discretionary Justification:      | If approved, the salary changes recommended in "Exhibit A" of the attached Resolution will greatly enhance Napa's ability to attract applicants for top level positions for NCTPA who possess the depth of experience and the skill sets needed to be successful.  |
| Is the general fund affected?     | No   |
| Future fiscal impact:             | There will be an additional salary cost of approximately \$8,500 for the remainder of Fiscal Year 06/07. This cost, and future costs, will be included in the hourly rate billed by Public Works to NCTPA for the services that the Deputy Transportation Agency Director and the Transportation Program Manager-Transit provide to that Agency. |
| Consequences if not approved:     | Napa County salaries will not be competitive, which in turn will negatively impact the County's recruitment efforts to attract qualified applicants.   |
| 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 has experienced failed recruitments for two top level positions for the Napa County Transportation Planning Agency (NCTPA). The positions are the Executive Director and the Transportation Program Manager-Transit (Transportation Program Manager). The Transportation Program Manager reports to the Deputy Transportation Agency Director. It is believed that the major reason these recruitments failed is that the salaries were not competitive with the market.

Human Resources has conducted two separate market salary studies for these positions. The study for the Executive Director involved non-county transportation agencies because those were the only comparable employers. That study indicated that the salary for the Executive Director was approximately 9.4% below the market average. The study for the Transportation Program Manager indicated that the salary for that position was approximately 7% to 11% below the market average depending on the comparators that were included in the analysis. Because of the reporting relationship between the Transportation Program Manager and the Deputy Transportation Agency Director, the current salary for the Deputy Transportation Agency Director is also lower than appropriate because of internal equity concerns.

It is not feasible for the County to increase the salary of the Executive Director to approximately \$143,400 per year as suggested by the market average because of internal equity issues. Significant salary compaction would

occur with other Department of Public Works management positions. As a result, NCTPA is pursuing options to become an independent employer of the Executive Director and has contracted independently for executive director services until they are able to be an employer. This increase in the salary for Executive Director-NCTPA, once approved, will alter the established salary relationship between this position and that of the Deputy Transportation Agency Director and the Transportation Program Manager who remain Napa County employees providing contract services to NCTPA.

The changes recommended by Human Resources which are outlined in "Exhibit A" maintain the present percentage salary relationship between the Executive Director, Deputy Transportation Agency Director and the Transportation Program Manager and are also consistent with the market salary data collected for the Transportation Program Manager.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita