



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

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Barbara Scriven for Mark Gregersen - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Amend Departmental Allocation List for the Building Inspection Division of the Conservation,
Development and Planning Department

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Building Inspection Division of the Conservation, Development and Planning Department with regards to adding one (1) Permit Technician, effective January 9, 2007.

EXECUTIVE SUMMARY

The Director of Conservation, Development and Planning has requested the addition of one Permit Technician position, for the Building Inspection Division, to the Department's Allocation List due to the increased volume of permits received and processed by the Department.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Increased Departmental fees authorized by the Board of Supervisors on October 24, 2006.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Department is experiencing an increase in volume of submitted permit requests. It has been determined that an additional Permit Technician, in the Building Inspection Division, is needed to ensure established customer service and processing standards are maintained.
Is the general fund affected?	No

Future fiscal impact:	Approval of this request will result in an increase in the Department's salary expenses of approximately \$29,100 for the remainder of Fiscal Year 06/07. This increase will be budgeted in future years.
Consequences if not approved:	Expected service standards will not be met and the receipt of fees may be negatively impacted thus reducing revenue.
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

The Board of Supervisors has directed the Director of Conservation, Development and Planning to create a more customer-focused and response service delivery model. Part of this delivery model included the desire to add the allocation of additional positions to handle the various administrative and fundamental Departmental activities as funding became available.

The Director of Conservation, Development and Planning recognized the need to have additional staff in the Building Inspection Division to receive, review and process permits in the Building Inspection Unit. To meet this need the addition of a Permit Technician, Extra Help, position was authorized by the CEO's office in September of 2006. This position was initially allocated as Extra Help as there was no guaranteed funding source at the time. It was the Department's goal to request authorization to transition this position to a fulltime allocated position when a guaranteed funding source became available. This funding source was identified in October when the Board of Supervisors authorized an increase in the fees charged by the Department.

Therefore, the Human Resources Director, and the Director of Conservation, Development and Planning recommend approval of the addition of one (1) Permit Technician to the Departmental Allocation List for the Building Inspection Division of the Conservation, Development, and Planning Department, effective January 9, 2007.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey