



Agenda Date: 10/10/2006
Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Karla Jensen for Mark Gregersen - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Amend Departmental Allocation List for the County Executive Office

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following in connection with the County Executive Office, effective October 10, 2006.

1. Amend the Departmental Allocation List to delete one (1) (M) Administrative Manager/Clerk of the Board and add one (1) (M) Administrative Manager/Clerk of the Board designated as "at will", Management Non-Classified (Other); and
2. Amend appropriate policies to delete one (1) (M) Administrative Manager/Clerk of the Board and add one (1) (M) "at will" Administrative Manager/Clerk of the Board.

EXECUTIVE SUMMARY

The County Executive Office (CEO) has requested that the Administrative Manager/Clerk of the Board, at the time it becomes vacant, be designated as "at-will" Management Classified (Other).

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	County Executive Office
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County Executive Office (CEO) has requested that this position, at the time it becomes vacant, be designated as "at-will" Management Non-Classified (Other). This change aligns with the County's philosophy of holding critical

management positions more accountable.

Is the general fund affected? Yes

Future fiscal impact: The cost of future benefits will be included in the departmental budget. There will be no change in salary. A minimal increase in cost for benefits will occur as this position will receive county paid life insurance commensurate to one times their annual salary, disability insurance, and would be eligible for severance pay (one or two weeks depending on years of service). Currently, this position receives County-paid life insurance in the amount of \$50,000 and no county paid disability insurance or severance pay.

Consequences if not approved: If this position is not approved as "at-will" the designation of this position will not be in accordance with the direction of the County Executive Officer.

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

Recently, the County has established a practice of designating senior or highly sensitive management level positions within the County as "at-will". This has been done as positions have become vacant or new position have been created within the organization. In the past several months, Management Analyst positions, the Risk Manager and the Communication/Public Information Officer positions within the County Executive Office have been designated as "at-will." Today's action will designate the Administrative Manager/Clerk of the Board position as "at-will" Management Non-Classified (Other). Approval of this recommendation will not result in any change in the salary of this position. As an "at-will" position this employee will receive the fringe benefits available to Management Non-Classified (Other) pursuant to Part 1: Section 37C-3, Section 2 of the County of Napa Management Compensation Plan.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton