



Agenda Date: 10/11/2005
Agenda Placement: 6I

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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

RECOMMENDATION

Acting Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Human Resources Division of the County Executive Office with regards to deleting one (1) Office Assistant II and adding one (1) (C) Office Assistant II position, effective October 8, 2005.

EXECUTIVE SUMMARY

Based on a recent review it has been found that the Office Assistant II in the Human Resources Division of the County Executive Office will be privy to confidential information relating to the County's administration of employer-employee relations during the normal routine of completing their daily tasks. Therefore, the Acting Director of Human Resources recommends granting Confidential status to this position, effective October 8, 2005, pursuant to Part I, Section 37A, Articles II and IX, of the Napa County Policy Manual.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Human Resources
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	An administrative decision has been made add the Office Assistant II position to the list of employees eligible for Confidential benefits because of the sensitive and personal nature of the information contained in the work tasks this class is asked to perform.
Is the general fund affected?	Yes

Future fiscal impact: The Human Resources budget unit will realize a benefits expense of approximately \$2,700 this fiscal year as a result of this action. The annual expense of approximately \$3,600 will be included in future budget requests.

Consequences if not approved: The Office Assistant II position in Human Resources would not be accorded Confidential status and would be the only clerical position in the Human Resources Department that has not been granted this status.

Additional Information: None.

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

The Acting Director of Human Resources has recently reviewed the nature of the work performed by the Office Assistant II position in the Human Resources Division of the County Executive Office. This review revealed and confirmed that this position will be privy to confidential information relating to the County's administration of employer-employee relations during the course of completing their routine duties. This consistent and continuous exposure to information of this nature reflects the definition of Confidential status as adopted in Part I , Section 37A, Article II, of the Napa County Policy Manual.

Pursuant to Sections 3505 and 3507.5 of the Meyers-Milias-Brown Act, the Acting Human Resources Director has discussed this change with Mr. David Baker, Executive Director of SEIU Local 614. Mr. Baker concurs with this change granting Confidential status to the Office Assistant II position in the Human Resources Division. Therefore, the Acting Director of Human Resources recommends the Office Assistant II position, in the Human Resources Division of the County Executive Office, be added to list to the Confidential list of County positions, effective October 8, 2005.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey