



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/13/2015

Agenda Placement: 6H

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Alice Hughey - Acting Director
Human Resources

REPORT BY: Nicole Everett, Human Resources Analyst II - 707-253-4489

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Corrections Department by Adding a Senior Legal Clerk and Deleting a Legal Clerk I/II

RECOMMENDATION

Acting Director of Human Resources and Director of Corrections request adoption of a resolution amending the Departmental Allocation List for the Corrections Department as follows, effective October 24, 2015, with no net increase in full-time equivalents:

1. Delete one 1.0 FTE Legal Clerk I/II; and
2. Add one 1.0 FTE Senior Legal Clerk.

EXECUTIVE SUMMARY

Director of Corrections requested that Human Resources conduct a classification study of a Legal Clerk I/II position to determine if Legal Clerk I/II is the appropriate classification to perform the additional and more detailed duties involved in implementation of CJNET (automated Criminal Justice Management System) within the department. After a review of several classification specifications and the proposed additional duties expected with the implementation of CJNET, Human Resources determined that the current classification of Legal Clerk I/II is not the appropriate classification and that Senior Legal Clerk is more appropriate given the changes expected for the position. Therefore, Human Resources recommends deleting one 1.0 FTE Legal Clerk I/II and adding one 1.0 FTE Senior Legal Clerk classification, with no net increase to the General Fund and no net increase in full-time equivalents.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	100% General Fund
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended change in classification will allow management to assign more specialized and complex duties, including the incorporation of CJNET (Criminal Justice Management System) and the higher level duties accompanying its use, to the appropriate classification.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost for salary and benefits for the remainder of Fiscal Year 2015-2016 is \$2,600, which will be absorbed through salary savings. The increased cost for salary and benefits in future fiscal years will be budgeted accordingly.
Consequences if not approved:	If the recommended reclassification is not approved, the duties of the vacant Legal Clerk I/II position will have to be reassigned to another position in the department. Due to the current workload of other staff, this would create a significant hardship and backlog of work.

Additional Information:

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

Director of Corrections requested that Human Resources conduct a classification study of a Legal Clerk I/II position to determine if Legal Clerk I/II is the appropriate classification to perform the additional and more detailed duties involved in implementation of CJNET (automated Criminal Justice Management System) within the department with no net increase to the General Fund and no net increase in full-time equivalents.

Currently there are two Legal Clerk I/II positions in the department responsible for managing the court desk. The court desk duties include record management and communication between the jail operations, the criminal court, and the probation department. One of the Legal Clerk positions is currently vacant. The department anticipates that a higher level of responsibility will be needed following CJNET adoption to manage the electronic files, liaise with the courts, correspond with attorneys, respond to Public Records Act requests, and oversee the DNA records. After a review of several classification specifications and the proposed additional duties expected with the implementation of CJNET, Human Resources determined that the current classification of Legal Clerk I/II is not the appropriate classification and that Senior Legal Clerk is more appropriate given the changes expected for the position.

Therefore, the Acting Director of Human Resources and the Director of Corrections recommend the adoption of a

resolution to amend the Departmental Allocation List, as shown in exhibit "A," effective October 24, 2015, with no net increase in full time equivalents.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan