



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/15/2013

Agenda Placement: 7D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Suzanne Mason - Director
Human Resources

REPORT BY: Karla Jensen, Human Resources Analyst II - (707) 253-4489

SUBJECT: Amend the Departmental Allocation List for the Planning Building and Environmental Services to delete a Planner II/III and add a Principal Planner

RECOMMENDATION

Director of Human Resources and Director of Planning, Building and Environmental Services request the adoption of a resolution amending the Departmental Allocation List of the Planning, Building and Environmental Services Department by deleting one (1.0 FTE) Planner II/III* and adding one (1.0 FTE) Principal Planner, effective October 26, 2013, with no net increase in the number of full time equivalents.

* Flexibly Staffed

EXECUTIVE SUMMARY

The Director of Planning, Building and Environmental Services requested that Human Resources conduct a classification study of a Planner III position assigned to the Regional Park and Open Space District within the Planning, Building and Environmental Services Department to determine if the duties being performed by the incumbent were within the scope of those described in the classification of Planner III. Human Resources conducted a classification study that included a review of the Position Description Questionnaire (PDQ) completed by the incumbent, a desk audit with the incumbent and an interview of the incumbent's supervisor. The findings of this study were that the duties being performed by the Planner III for the Napa County Regional Park and Open Space District were outside the scope of the duties associated with the Planner III classification, and are more reflective of those found in the Principal Planner classification specification.

Therefore, the Director of Human Resources and the Director of Planning, Building and Environmental Services recommend that the position held by the current incumbent in the Planner III allocation in the Regional Park and Open Space District within the Planning, Building and Environmental Services Department be reclassified to Principal Planner, effective October 26, 2013, with no net increase in FTE

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Special Projects Fund #1000
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended change will allow the Department to continue to provide the Park and Open Space District the level of services required for the District projects.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salary and benefits for the reclassification of this position is approximately \$14,600 for the remainder of Fiscal Year 2013-2014 and \$22,000 annually for future fiscal years. The increase will be funded by the Napa County Regional Park and Open Space District, through the Special Projects Budget Unit #1000. This is the same funding stream for the current position, and will have no net impact to the General Fund.
Consequences if not approved:	The Department will be unable to provide the District with the services required, or will have to restructure to utilize other staff, who are not familiar with the Parks, to perform the higher level duties.
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

The Director of Planning, Building and Environmental Services requested that a classification study be conducted to determine if the current duties assigned to the Planner III position for the Napa County Regional Park and Open Space District (NCRPOSD) are within the scope of the current Planner III classification. The study conducted by Human Resources found that the incumbent's current duties include: direct staff support to the District's Board of Directors regarding major plans and project elements associated with parks, recreation, and open space conservation; planning, organizing, coordinating and supervising the work of a small number of contractors and/or subordinate staff; performing highly responsible and complex professional planning duties relating to park and open space land planning, environmental review, and land acquisition; overseeing the District's planning program, including identification of park, recreation, and open space conservation opportunities; development of plans and project proposals, obtaining plan and project approvals from the NCRPOSD Board, the Planning Commission, or the Board of Supervisors as necessary; obtaining necessary funding and permits; managing and fostering partnerships with other public agencies, non-profit organizations, and community groups; and, managing the

implementation of approved park and open space plans and projects.

The distinguishing characteristic between a Planner III, and a Principal Planner is that a Planner III functions as a member of a team performing planning duties for a portion of a large project or functioning as a lead for the more routine planning projects, while a Principal Planner has specialized and advanced level knowledge and abilities in the area to which assigned, and generally has responsibility for a major element of a project or program in the Planning division. The duties the incumbent is currently performing fall within the scope of the Principal Planner classification.

Therefore, the Director of Human Resources and the Director Planning, Building and Environmental Services recommend the adoption of the resolution set forth in "Exhibit A", and reclassification of the incumbent," effective October 26, 2013, with no net increase to FTE.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi