



Agenda Date: 10/2/2007
Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: KAREN BRADY, HUMAN RESOURCES ANALYST I, 253-4490
SUBJECT: Amendment to the Departmental Allocation List - Library

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Library deleting one (1) 1.0 Library Assistant I/II and adding two (2) 0.5 Library Assistant I/II effective, October 6, 2007.

EXECUTIVE SUMMARY

The requested action will divide one full time Library Assistant I/II position into two half time Library Assistant I/II positions. This action will allow the department flexibility to accommodate a dual assignment in Children's and Technical Services.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Library Fund
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Currently the department has one full-time employee to work half-time in Technical Services and half-time in Children's Services. This employee has tendered her resignation and the department feels it would be more difficult to fill this position with one person with skills in two very different types of work. By deleting the full-time position and creating two half-time positions, the department will be able to hire employees whose background is in one of these two areas.

Is the general fund affected?	No
Future fiscal impact:	There will be no increase in salary, however there will be an increase in benefit costs. The increase in benefit costs would continue in future years and would be absorbed in the Library budget.
Consequences if not approved:	The position would be filled with a full-time position employee who would work half-time in Children's Services and half-time in Technical Services. Recruiting an applicant that has skills in both Technical and Children's Services may prove to be more difficult.
Additional Information:	A full-time Library Assistant II position is in the Library's 2007/08 budget at a salary and benefits cost of \$58,442. The cost of two half-time Library Assistant I positions is estimated to be \$61,986, an increase of \$3,544.

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 Library has a full-time Library Assistant I/II vacancy that has a dual assignment of working half-time in Children's Services and half-time in Technical Services. The Library is requesting to delete the full-time position and add two half-time positions for the following reasons:

1. It is difficult to find one person with experience and skills in both of these two very different types of work.
2. It is awkward for an employee to have two supervisors (leave requests, training requests, performance evaluations, etc.).
3. The supervisors have less flexibility in scheduling because half of the employee's hours are locked into their schedule in the other Division.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Maiko Klieman