



Agenda Date: 10/3/2006
Agenda Placement: 6R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Pamela Hansen for Mark Gregersen - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amendment to Departmental Allocation List - UC Cooperative Extension

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following in connection with the UC Cooperative Extension, effective October 7, 2006:

1. Amend the Departmental Allocation List deleting one (1) Agricultural Extension Assistant and one (1) Youth Staff Assistant and adding two (2) Volunteer Program Coordinators; and
2. Amend the Table and Index of Classes to delete Agricultural Extension Assistant and Youth Staff Assistant and add Volunteer Program Coordinator.

EXECUTIVE SUMMARY

Human Resources has completed a classification study on two positions in UC Cooperative Extension, the Agricultural Extension Assistant and Youth Staff Assistant. Human Resources recommends reclassification of both positions to the classification of Volunteer Program Coordinator, which more accurately reflects the duties currently being performed by the incumbents.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	UC Cooperative Extension
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The positions were studied and it has been determined that a reclassification to Volunteer Program Coordinator is necessary to recognize the current duties

	assigned to these positions. The increased cost is estimated at \$5,000 and is included in the FY 2006-2007 budget.
Is the general fund affected?	Yes
Future fiscal impact:	The increased salary expense will be included in the department's budget request each fiscal year.
Consequences if not approved:	If this action is not approved, the employees would not be reclassified and the employees would be performing duties which are outside their classification.
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

Human Resources received two requests for reclassification and completed an evaluation of an Agricultural Extension Assistant and a Youth Staff Assistant position in UC Cooperative Extension.

In the position of Agricultural Extension Assistant the incumbent is responsible for providing Master Gardener Program oversight and support to University of California Cooperative Extension Advisors. In consultation with the Advisors, the incumbent is responsible for independently overseeing the day-to-day operations of the Master Gardener Program. This involves recruiting, training, planning, organizing and coordinating the work of volunteers; overseeing the performance of volunteers and providing guidance and assistance to group leaders in planning, conducting and evaluating programs, events, and activities; preparing press releases and monthly newsletters; maintaining the website; participating in public events; speaking to community groups and the public to generate interest and participation in the Master Gardener Program; preparing reports and statistical data as required; and maintaining cooperative working relationships with staff, other departments and agencies, the private sector, and the public. The Master Gardener Program in Napa County was established in 1995. Oversight of the Program was the responsibility of the U.C. Advisor, however, following his retirement, the day-to-day management of the Program became the responsibility of the Agricultural Extension Assistant.

In the position of Youth Staff Assistant the incumbent is responsible for providing 4-H Program oversight and support to University of California Cooperative Extension Advisors. In consultation with the Advisors, the incumbent is responsible for independently overseeing the day-to-day operations of the 4-H Program. This involves recruiting, training, planning, organizing and coordinating the work of volunteers; overseeing the performance of volunteers and providing guidance and assistance to group leaders in planning, conducting and evaluating programs, events, and activities; preparing press releases and monthly newsletters; maintaining the website; participating in public events; speaking to community groups and the public to generate interest and participation in the 4-H Program; preparing reports and statistical data as required; and maintaining cooperative working relationships with staff, other departments and agencies, the private sector, and the public. In July 2005, the U.C. Advisor to the 4-H Program retired. This required the incumbent to assume responsibility for the Program with little or no oversight.

Based upon the review of these positions, Human Resources is recommending that the positions be reclassified to the classification of Volunteer Program Coordinator which more accurately reflects the current duty assignments for both positions.

Pursuant to the Classification Policy adopted by the Board in July 2000, the Board must approve position allocations. Any salary adjustments will be effective the first pay period after Board approval. All additional costs shall be absorbed within the Department's budget.

It is recommended that the Board approve the reclassification requests and the amendment to the Departmental Allocation List and Table and Index of Classes effective October 7, 2006.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton