



Agenda Date: 10/4/2005  
Agenda Placement: 6H

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors  
**FROM:** Mark Gregersen - Acting Director  
Human Resources  
**REPORT BY:** Barbara Scriven, Human Resources Analyst III, 253-4000  
**SUBJECT:** Amend the Departmental Allocation List - Health & Human Services Agency

---

### **RECOMMENDATION**

Acting Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Public Guardian Division of the Health and Human Services Agency with regards to deleting one (1) .5 Senior Office Assistant and adding one (1) .5 Probate Assistant, effective October 4, 2005.

### **EXECUTIVE SUMMARY**

Amend the Departmental Allocation list for the Public Guardian Division of the the Health and Human Services Agency to delete a .5 Senior Office Assistant and add a .5 Probate Assistant effective October 4, 2005.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Public Guardian
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The smooth functioning of the office of the Public Guardian/Public Conservator necessitates a support position capable of handling complex tasks pertaining to probate conservatorships. The department believes that a Probate Assistant, rather than a Senior Office Assistant, is required.
Is the general fund affected?	Yes
Future fiscal impact:	This is an ongoing expense and appropriations will be budgeted accordingly.
Consequences if not approved:	The Assistant Public Guardian/Public Conservator will not have the ability to

efficiently delegate routine assignments relating to estates, since an Office Assistant would require more training and supervision than a Probate Assistant. This will compromise the Assistant Public Guardian/Public Conservator's ability to respond to requests for assistance in a timely manner.

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**

Health & Human Services Director is requesting the change in the allocated .5 FTE OA II to a .5 FTE Probate Assistant to better assist the Public Guardian/Conservator in the duties directly related to conservatees. This position will be involved in the technical aspects of conservatees' cases including searches for real/personal property, arranging benefits for which a conservatee or estate may be entitled, assisting with case management services and in preparing court documentation for conservatorships.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey