



A Tradition of Stewardship  
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Agenda Date: 10/7/2014

Agenda Placement: 6M

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Suzanne Mason - Director  
Human Resources

**REPORT BY:** NICOLE EVERETT, HUMAN RESOURCES ANALYST II - 707-253-4489

**SUBJECT:** Adoption of a Resolution to Amend Departmental Allocation List for the Agricultural Commissioner/Sealer of Weights and Measures, the Table and Index and Appropriate Policies

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### **RECOMMENDATION**

Director of Human Resources and County Agricultural Commissioner/Sealer of Weights and Measures request adoption of a resolution amending the Departmental Allocation List for the Agricultural Commissioner/Sealer of Weights and Measures Department, the Table and Index of Classes, and appropriate personnel policies as follows, effective October 7, 2014 with no increase to the General Fund:

1. Amend the Agricultural Commissioner/Sealer of Weights and Measures Departmental Allocation List by:
  - a. Deleting one (1.0 FTE) Administrative Office Assistant; and
  - b. Adding one (1.0 FTE) Staff Services Analyst I;
2. Amend the Table and Index of Classes to delete the Administrative Office Assistant;
3. Amend Part I: Section 37A of the Napa County Policy Manual, Employer-Employee Relations Policy, by deleting Administrative Office Assistant from the list of Supervisory Classes.

### **EXECUTIVE SUMMARY**

Director of Human Resources and the County Agricultural Commissioner/Sealer of Weights and Measures have had an opportunity to evaluate the analytic, technical and administrative staffing needs of the Department due to the retirement of the incumbent in the Administrative Office Assistant classification. As a result of that evaluation, it is recommended that the vacant Administrative Office Assistant position be deleted and be replaced by a Staff Services Analyst I position in order to perform the required duties for the Agricultural Commissioner/Sealer of Weights and Measures Department.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funding is available in the Agricultural Commissioner/Sealer of Weights and Measures FY 14-15 budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This position is discretionary in that there is no statute requiring the addition of this position. The deletion of the vacant Administrative Office Assistant and addition of the Staff Services Analyst I will allow management in the Agricultural Commissioner/Sealer of Weights and Measures Department to assign work appropriately and will also allow the department to realize a salary savings.
Is the general fund affected?	Yes
Future fiscal impact:	The salary and benefits savings for the recommended actions for the remainder of the Fiscal Year 2014-2015 is approximately \$174. The ongoing annual savings for future fiscal years is \$645 annually and will be budgeted accordingly. There is no net increase to the General Fund.
Consequences if not approved:	If the proposed duties are not approved, the Office of the Agricultural Commissioner/Sealer of Weights and Measures would not be able to effectively accomplish Departmental administrative functions.
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 Administrative Office Assistant position in the Office of the Agricultural Commissioner/Sealer of Weights and Measures has been vacant since December 2013. The vacancy prompted the Agricultural Commissioner/Sealer of Weights and Measures to request a classification study from the Human Resources Division to determine the appropriate job classification for the duties of the vacant position.

Some of the proposed job duties include: maintenance of departmental procedures; assisting in the preparation of the annual budget with the Assistant Agricultural Commissioner/Sealer of Weights and Measures and designated staff for Commissioner's review; reviewing language in State contracts with designated staff, preparing monthly billings; running necessary reports; and maintaining project costing spreadsheets. As a result of the evaluation of these duties, it is recommended that the vacant Administrative Office Assistant position be deleted and be replaced by a Staff Services Analyst I position to perform duties related to the analytical, technical and administrative support for the Agricultural Commissioner/Sealer of Weights and Measures.

Therefore, the Director of Human Resources and the Agricultural Commissioner/Sealer of Weights and Measures recommend the adoption of a resolution to amend the departmental allocation lists, as outlined in "Exhibit A", effective October 7, 2014, with no net increase to the General Fund.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi