



Agenda Date: 11/1/2005
Agenda Placement: 6K

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 - Child Support Services

RECOMMENDATION

Acting Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Child Support Services in regards to deleting one (1) Legal Clerk I and adding one (1) Office Assistant I/II, effective November 5, 2005.

EXECUTIVE SUMMARY

To more accurately reflect those duties and responsibilities currently being performed by the incumbent, Human Resources is recommending the reclassification of a Legal Clerk I in Child Support Services to an Office Assistant I/II effective November 5, 2005.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Child Support Services
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	There would be salary savings for fiscal year 06-07 in the amount of \$677.29
Consequences if not approved:	The current incumbent would continue to be inappropriately classified as A Legal Clerk I and the salary savings would not be realized.
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

In response to a job appeals request received by a Legal Clerk I employee in Child Support Services, Human Resources authorized Merit System Services to conduct an evaluation of the duties currently being performed by the incumbent. Over the past three years and as a direct result of the department's budget cuts and changing business needs, the functional need for a Legal Clerk has shifted to those duties more consistent with the Office Assistant series. Merit concluded that the duties being performed by the incumbent are substantially more consistent with the Office Assistant series and has recommended that the position be reclassified to the lower classification of Office Assistant II. Based upon these findings and at the request of the employee and the department, the Acting Human Resources Director is recommending that the Legal Clerk I be reclassified to an Office Assistant I/II effective November 5, 2005, to more accurately reflect the level and type of duties being performed.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey