



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 11/10/2020

Agenda Placement: 6U

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors

**FROM:** Karen Taylor - Director  
Human Resources

**REPORT BY:** Kevin Lemieux, Senior Human Resources Analyst - 253-4000

**SUBJECT:** Adoption of a Correcting Resolution Amending the Departmental Allocation List for the Environmental Health Division of the Planning, Building, and Environmental Services Department

---

### **RECOMMENDATION**

Director of Human Resources requests the adoption of a resolution correcting Schedule D - Transferred Positions List, tied to Resolution No. 2020-88, where the transfer of a Natural Resources Conservation Manager was incorrectly captured as a Planner II/III in the Fiscal Year 2020/2021 Adopted Budget, effective June 27, 2020, as outlined in Exhibits "A" and "B," with no impact to the County General Fund.

### **EXECUTIVE SUMMARY**

The proposed action corrects the previously approved list of transfer positions in Schedule D - Transferred Positions for the Fiscal Year 2020/2021 Adopted Budget, to include the appropriate Budget Unit and classification for a Natural Resources Conservation Manager within the Planning, Building and Environmental Services Department's Natural Resources Division.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact? No

County Strategic Plan pillar addressed: Effective and Open Government

### **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**

On June 23, 2020, the Fiscal Year 2020/2021 Adopted Budget was approved by the Board of Supervisors. Due to an administrative oversight, there is a corrective action required to remedy an error in Schedule D - Transferred Positions List. Schedule D incorrectly listed the classification of Planner II/III transferring to the Planning, Building, and Environmental Resources Division (BU 17040-00). However, the requested action should have been to transfer a Natural Resources Conservation Manager allocation, to meet departmental needs.

Therefore, the Director of Human Resources requests the adoption of a resolution correcting Schedule D - Transferred Positions List, tied to Resolution No. 2020-88, where the transfer of a Natural Resources Conservation Manager was incorrectly captured as a Planner II/III in the Fiscal Year 2020/2021 Adopted Budget, effective June 27, 2020, as outlined in Exhibits "A" and "B," with no impact to the County General Fund.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi