



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/12/2019

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 Resolution Amending the Departmental Allocation List for the Napa County Assessor's Office

RECOMMENDATION

Director of Human Resources and Assessor request the adoption of a resolution amending the Departmental Allocation List for the Assessor's Office, as follows, effective November 16, 2019, with no net increase in full-time equivalents and a slight increase to the General Fund:

1. Delete two 1.0 FTE Assessment Records Assistant I/II;
2. Add one 1.0 FTE Appraiser Aide; and
3. Add one 1.0 FTE Senior Assessment Records Assistant.

EXECUTIVE SUMMARY

The Napa County Assessor requested that Human Resources conduct a reclassification study of two Assessment Records Assistant II positions to determine if the incumbents were appropriately classified. A review of the completed Position Description Questionnaire, a desk audit, departmental interviews, and a review of classification specifications showed that the incumbents are both performing duties that are outside the scope of their current classification. If approved, this action will reclassify one incumbent to the Appraiser Aide classification and the second incumbent to the Senior Assessment Records Assistant classification.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted? No

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| What is the revenue source? | Both positions are 100% funded by the County General Fund. |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | The recommended reclassifications acknowledge that the incumbents have been performing a broader range of more complex responsibilities. This action is necessary to allow the Assessor's Office management to continue to assign critical duties to each incumbent. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | The increased cost of salary and benefits for the remainder of Fiscal Year 2019-2020 for the proposed reclassifications is estimated at \$5,900, which will be offset by salary savings. The increased annualized cost for this action is estimated at \$9,500, and will be budgeted accordingly in future fiscal years. |
| Consequences if not approved: | If the recommended reclassification is not approved, the incumbents' duties will have to be reassigned to other positions in the Assessor's Office. Due to the current workload of other managers and staff, this would create a significant hardship. |
| County Strategic Plan pillar addressed: | Effective and Open Government |
| 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 Napa County Assessor requested that Human Resources conduct a reclassification study of two Assessment Records Assistant II positions to determine if the incumbents were appropriately classified. A review of the completed Position Description Questionnaire, a desk audit, departmental interviews, and a review of classification specifications showed that the incumbents are both performing duties that are outside the scope of their current classification. If approved, this action will reclassify one incumbent to the Appraiser Aide classification and the second incumbent to the Senior Assessment Records Assistant.

The first studied incumbent is currently classified as an Assessment Records Assistant II. However, nearly all of their responsibilities involve supporting appraisal staff in the Assessor's Office. The incumbent is responsible for communicating with business owners regarding their property statements, answering questions about tax liens, and maintaining the vacation rental furnishing assessment database in the collections of taxes from hotels. These essential functions are outside the scope of the incumbent's current classification, therefore, it is recommended that the incumbent be reclassified to the classification of Appraiser Aide.

The second studied incumbent is currently classified as an Assessment Records Assistant II. However, a preponderance of their assigned duties are outside the scope of the current classification. The incumbent is tasked with the most complex assessment tasks, acts as the Department's administrator for several key

software solutions, and is responsible for reconciling invoices for customers. Additionally, the incumbent is a lead, while completing the most complex assessment and recording activities. Therefore, it is recommended that the incumbent be reclassified to the classification of Senior Assessment Records Assistant.

Therefore, the Director of Human Resources and the Napa County Assessor recommend the adoption of a resolution to amend the Departmental Allocation List for the Assessor's Office as shown on "Exhibit A," effective November 16, 2019, with no net increase in full-time equivalents and a slight increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi