



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/12/2019

Agenda Placement: 6V

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 Planning, Building, and Environmental Services Department

RECOMMENDATION

Director of Human Resources and Director of Planning, Building, and Environmental Services Department request the adoption of a resolution amending the Departmental Allocation List for Planning, Building, and Environmental Services Department, as follows, with no net increase in full-time equivalents, and a slight increase to the General Fund:

1. Delete one 1.0 FTE Secretary;
2. Delete one 1.0 FTE Administrative Secretary II;
3. Add one 1.0 FTE Senior Office Assistant; and
4. Add one 1.0 FTE Staff Services Manager.

EXECUTIVE SUMMARY

The Planning, Building, and Environmental Services (PBES) Department is requesting the deletion of two vacant positions, and replacing them with two positions, a Senior Office Assistant and a Staff Services Manager. Both positions will have key roles within the newly-created Application Support Team within PBES, which has responsibilities related to document management, data management, and basic office support related to use of software applications and technology. If approved, the Senior Office Assistant will be responsible for document management, responding to Public Records Act requests, maintaining the PBES SharePoint and public site, and providing office technical support. The Staff Services Manager would supervise the PBES Application Support Team, and be responsible for the oversight of programs and projects related to PBES data management.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Both requested positions are funded by the Building Fund (50%) and County General Fund (50%), and any additional costs will be offset by salary savings.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended action will allow the Planning, Building, and Environmental Services (PBES) Department to meet the goals of the newly-formed Application Support Team with the appropriate staffing levels.
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 action is estimated at \$36,000, which will be offset by salary savings. The increased annualized cost for this request is estimated at \$72,000, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the recommended action is not approved, PBES will be without the necessary level of administrative support and oversight to fulfill key Application Support Team functions such as document management, data management, and basic technical office support.
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

Following a reorganization, Planning, Building and Environmental Services (PBES) created an Application Support Team. Initially, the new team was responsible for scanning, maintaining document retention schedules, conducting file review, fulfilling Public Records Act requests, resolving OnBase/SharePoint issues, and maintaining the PBES public website. However, since creating the Application Support Team, PBES discovered that the Team was predominately application focused (NextRequest, SharePoint, OnBase, etc.). If approved, this request deletes two vacant positions and replaces them with positions better suited to meet the varied application support and data management needs of the Department.

The first requested action deletes a vacant Secretary position, and adds a Senior Office Assistant position, which will be primarily tasked with electronic document management, fulfilling public records act requests, and maintaining the PBES SharePoint and public website. As PBES transitions from paper to electronic documentation, this position will provide basic technical support and will be responsible for setting up new

employees with computers, phones, and other office equipment. This position will work under limited supervision, and will perform highly responsible, specialized, and technical office support activities.

The second requested action deletes a vacant Administrative Secretary II supervisory position and adds a Staff Services Manager. The proposed Staff Services Manager will be responsible for the management of programs that include central office PBES services, management of PBES databases and other applications, electronic equipment management, and coordination of program areas among all PBES Divisions. The new Staff Services Manager will lead the administration and implementation of program activities to ensure that PBES business practices and associated applications meet identified objectives, and will also supervise technical and clerical staff.

Therefore, the Director of Human Resources and Director of Planning, Building, and Environmental Services Department request the adoption of a resolution amending the Departmental Allocation List for Planning, Building, and Environmental Services Department, 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