



Agenda Date: 11/20/2007  
Agenda Placement: 6U

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Gregersen, Mark - Director  
Human Resources  
**REPORT BY:** Karla Jensen, Human Resources Analyst II , (707) 253-4489  
**SUBJECT:** Resolution Amending the Departmental Allocation List and Table and Index of Classes for the Conservation, Development and Planning Department

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### **RECOMMENDATION**

Human Resources Director requests the adoption of a resolution effective December 1, 2007 amending the Department Allocation List deleting two Planning Technician positions, adding two Planner I positions, and distinguishing the Planner I as a separate classification from the flexibly staffed Planner II/III classifications in order to more accurately reflect the work performed by each level as well as the manner in which the Planner classifications are utilized.

### **EXECUTIVE SUMMARY**

The Director of Conservation, Development and Planning requested that Human Resources conduct a job analysis of the tasks, knowledge, skills and abilities assigned to the current incumbents of the Planning Technician classification to determine whether they are appropriately classified. The study revealed the current tasks, knowledge, skills and abilities expected of the Planning Technicians are almost identical to those of the Planner I classification. Therefore, Human Resources is recommending the two incumbents in the Planning Technician classification be reclassified to Planner I. In addition, Human Resources, with concurrence of the Director of Conservation, Planning and Development, is recommending the Planner I class be established as a single class and that the professional classes of Planner II and Planner III remain flexibly staffed.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The increased cost associated with this reclassification act will be funded by salary savings through the remainder of Fiscal Year 07/08.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: Due to the increasing business demands over the past couple of years, the Conservation, Development and Planning Department has gradually delegated more and more of the para-professional tasks assigned to the Planner I to the Planning Technicians. The recent reclassification study conducted by Human Resources revealed that the current duties of the Planning Technicians mirror those of the Planner I classification, therefore Human Resources is recommending that the two Planning Technicians be reclassified to the Planner I classification.

Is the general fund affected? Yes

Future fiscal impact: If approved the estimated base salary impact of this recommended action will be approximate \$7,600 for the remainder of Fiscal Year 07/08. The increase will be funded through available salary savings. Future budgets will reflect this increase.

Consequences if not approved: If this request is not approved, the Department will need to assign these para-professional tasks to the Department's higher Planner classifications which will impact their ability to complete the more complex planning projects in a timely manner.

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 Director of Conservation, Development and Planning requested that Human Resources conduct a job analysis of the tasks, knowledge, skills and abilities assigned to the current incumbents of the Planning Technician classification to determine whether they are appropriately classified.

The study revealed that the current tasks, knowledge, skills and abilities expected of the Planning Technicians were almost identical to those of the Planner I classification. The Planner I classification is responsible for performing paraprofessional tasks such as issuing administrative permits and inspecting property and structures in response to code violation inquiries and complaints. The change in duties for the Planning Technicians has occurred gradually over the past couple of years, due in large part to the continued increase in the complexity of the construction projects in the Valley and the changes to applicable zoning code standards. These changes have resulted in the Department hiring more experienced planners thereby reducing the number of Planner I positions to one. Thus, the Conservation, Development and Planning Department has asked the Planning Technician class to assume the less paraprofessional duties of the Planner I.

Based on these findings, Human Resources is recommending reclassification of the two Planning Technicians to the Planner I class. In addition, Human Resources, with concurrence of the Director of Conservation, Planning and Development, is recommending the Planner I class be established as a single class and that the professional classes of Planner II and Planner III remain flexibly staffed.

The Human Resources Director recommends the adoption of the accompanying Resolution regarding changes to Departmental Allocation List for the Conservation, Development and Planning Department as listed in Exhibit "A", effective December 1, 2007.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Collins