



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 11/22/2016

Agenda Placement: 6S

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Heather Ruiz - Director  
Human Resources

**REPORT BY:** Stephanie Sifuentes, Human Resources Analyst II - 707-259-8720

**SUBJECT:** Adoption of a Resolution Amending the Table and Index of Classes to Adjust Management Salaries in the Planning, Building, and Environmental Services Department

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### **RECOMMENDATION**

Director of Human Resources requests adoption of a resolution to implement a salary adjustment for management positions in the Planning, Building and Environmental Services Department resulting from a management compensation study.

### **EXECUTIVE SUMMARY**

Human Resources received approval from the Board of Supervisors in May 2016 to adjust salaries for vacant management positions. All management positions will move into this new salary structure as vacancies occur to create a consistent and internally aligned management pay structure. Based on the previously approved Board Item and consistent with the approved new band structure, Human Resources is recommending adjustment of three classifications in the Planning, Building and Environmental Services Department as outlined in the attached resolution.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund and Building Fund.
Is it Mandatory or Discretionary?	Discretionary

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Discretionary Justification:	The County has adopted the best practice of aligning management salaries into bands when positions become vacant as part of an overall management classification and compensation study.
Is the general fund affected?	Yes
Future fiscal impact:	The total annualized cost increase for Fiscal Year 2016-2017 is \$29,696. The ongoing annual cost for the increase will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If these changes are not approved, the County would be inconsistent with the adopted best practice to place management positions into salary bands as vacancies occur.
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**

In May 2016, the Board of Supervisors approved an action that places all management positions into 28 management salary bands as vacancies occur. Consistent with the County's current structure, the salary bands include 5 steps, and 5% between steps. All management positions will be brought to the Board of Supervisors as vacancies occur, to create an equitable, consistent and internally aligned management pay structure.

At this time, based upon that methodology, Human Resources is recommending adjustment of three classifications in the Planning, Building and Environmental Services Department as outlined in the attached resolution.

When the benchmark classification of Chief Building Official became vacant, Human Resources reviewed the study data and evaluated whether any other classifications needed to be adjusted to address compaction or other internal equity issues. The Assistant Director of Planning, Building and Environmental Services and the Director of Planning, Building and Environmental Services salaries are being adjusted due to compaction issues resulting from the Chief Building Official increase.

The Director of Human Resources recommends the adoption of a resolution to amend the Table and Index of Classes, as shown in exhibit "A," effective November 19, 2016.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi