



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

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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 for the Treasurer-Tax Collector Department

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Treasurer-Tax Collector deleting one (1) Administrative Secretary I and adding one (1) Senior Account Clerk, effective November 6, 2007.

EXECUTIVE SUMMARY

With the continued growth of the accounting activities, and the the recent retirement of the incumbent in the Administrative Secretary I position, the Treasurer-Tax Collector requests that Administrative Secretary I position be deleted from the Departmental Allocation List and that a Senior Account Clerk be added to the Departmental Allocation List. This change in the Departmental Allocation List will provide the Treasurer-Tax Collector with the flexibility needed to allocate staff to meet the fluctuations in the Department's business cycles.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The difference in salary between the Administrative Secretary I and Senior Account Clerk positions at Step 5 is 30 cents per hour or \$624 per year. This increase can be covered by salary savings.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	With the continued growth of the accounting activities and the the recent retirement of the incumbent in the Administrative Secretary I position, the

Treasurer-Tax Collector felt this would be the ideal time to delete the Administrative Secretary I position and add another Senior Account Clerk. This change in the Departmental Allocation List will provide the Treasurer-Tax Collector with the flexibility needed to the allocate staff to meet the fluctuations of the Department's business cycles.

Is the general fund affected? Yes

Future fiscal impact: If today's action is approved, the Department will include the new approved position in future budget requests.

Consequences if not approved: The department will not have the flexibility needed to allocate staff to meet the fluctuations of the Department's business cycles.

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

As a small office, the Treasurer-Tax Collector continuously looks to improve the flexibility within her office to accommodate the fluctuations of the office's business cycles and the ability to respond to unforeseen circumstances. With this in mind, The Treasurer-Tax Collector has requested that the Administrative Secretary I position be deleted from, and a Senior Account Clerk position be added to, the Departmental Allocation.

Over the past several years the secretarial duties of the Department have diminished. Therefore, the incumbent in the Administrative Secretary I position had the capacity to assist with the Department's growing accounting tasks. With the continued growth of the accounting activities, and the the recent retirement of the incumbent in the Administrative Secretary I position, the Treasurer-Tax Collector felt this would be the ideal time to delete the Administrative Secretary I position and add another Senior Account Clerk. This change in the Departmental Allocation List will provide the Treasurer-Tax Collector with the flexibility needed to the allocate staff to meet the fluctuations of the Department's business cycles.

The Human Resources Director recommends the adoption of the accompanying Resolution regarding changes to the Departmental Allocation List for the Treasurer-Tax Collector as listed in Exhibit "A", effective November 6, 2007.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Collins