



Agenda Date: 12/13/2005

Agenda Placement: 6P

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karla Jensen for Mark Gregersen - Acting Director
Human Resources

REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489

SUBJECT: Amend the Departmental Allocation List and Table and Index for the County Executive Office.

RECOMMENDATION

Acting Human Resources Director requests adoption of a resolution regarding the following in connection with the County Executive Office, effective December 17, 2005:

1. Amend the Departmental Allocation list to delete:
 - a. Two (2) (C) Secretary;
 - b. One (1) (C) .5 Secretary;
 - c. One (1) (C) Deputy Clerk of the Board;
2. Amend the Departmental Allocation list to add:
 - a. One (1) (C) Administrative Support Technician;
 - b. One (1) .5 (C) Administrative Support Technician;
 - c. Two (2) (C) Board Clerk I/II;
3. Amend the Table and Index to add:
 - a. Administrative Support Technician;
 - b. Board Clerk I/II; and
4. Amend appropriate personnel policies to add Administrative Support Technician and Board Clerk I/II to the list of confidential positions.

EXECUTIVE SUMMARY

The County Executive Office requested a reclassification and equity study be conducted regarding the duties being performed by the Secretaries in that office to determine if these duties fell within the scope of those assigned to the established Secretarial class. This study revealed that three of the four positions in the County Executive Office were performing duties that were outside of the scope of duties assigned to the established Secretary class. New class specifications were written for these three positions and an equity study was completed to identify the appropriate salary range for the new classes.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	County Executive Office
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the recommended action will provide new classifications and salary ranges that are reflective the duties these employees are asked to perform on a daily basis.
Is the general fund affected?	Yes
Future fiscal impact:	There will be no net increase for the department in salary and benefits expenses as a result of this action. Salaries and benefits for these positions will be budgeted accordingly in future fiscal years.
Consequences if not approved:	An alternate remedy would need to be developed to ensure that the departmental job classifications accurately reflect the assigned duties.
Additional Information:	None

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 Clerk of Board requested that Human Resources conduct a reclassification and equity study of the Secretary positions in the County Executive Office. The study was conducted by Human Resources and included desk audits of the Secretary positions in the County Executive Office.

The Desk Audit in the County Executive Office revealed that two of the Secretary positions were performing nonprofessional accounting duties in addition to their secretarial duties. The audit also revealed that one Secretary's duties were primarily those of Agenda preparation and support. The duties being performed by the fourth Secretary were determined to fall within the scope of the those currently assigned to the Secretary classification.

As a consequence of the desk audit results, a classification specification was developed for the two positions that had been assigned a combination of administrative support and accounting duties. The new class, titled Administrative Support Technician, is reflective of the confidential secretarial and accounting support this class provides to the Management Analysts of the County Executive Office.

A new classification was also developed to identify the duties of support staff responsible for Board agenda preparation and support. The decision to create this new classification was based in part upon the results of the desk audit and in part as a consequence of the difficulties encountered trying to recruit for the vacant Deputy Clerk of the Board position that would have otherwise had responsibility for some of the board clerking duties currently

assigned to a secretary position. Thus, after three recruitments, where the county was unable find a candidate with the experience necessary to perform the duties of the Deputy Clerk of the Board, a decision has been made to develop a flexibly staffed Board Clerk I/II classification to provide board support services.

This classification, which does not require the level of experience expected of the Deputy Clerk of the Board position, is expected to provide a career path for employees providing primarily clerking duties in support of the Board and the Clerk of the Board. The Board Clerk positions may be filled at the I level, with the expectation that as incumbents gain experience they may promote to the II level. Incumbents in the Board Clerk II position will be expected to perform some of the duties that would have been performed by the Deputy Clerk of the Board position. Although the Deputy Clerk of the Board position is being deleted from the departmental allocation list, the position will remain in the Table and Index in the event that it may be deemed appropriate to recruit for this position at some time in the future.

An equity study was completed to identify the appropriate salaries for the Board Clerk I/II classification and for the Administrative Support Technician classification. Salaries for the Administrative Support Technician classification are approximately 5% more than the salary for the Secretary classification. The salary for the Board Clerk I classification remains the same as the Secretary classification, while the salary for the Board Clerk II position is approximately 15% greater than the salary for the Secretary classification and 7.5% less than the salary for the Deputy Clerk of the Board position. Salary savings resulting from deleting the Deputy Clerk of the Board position from the departmental allocation list will fund the salary increases for the newly created classifications.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey