



Agenda Date: 12/18/2007
Agenda Placement: 6X

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Willihnganz for Gregersen, Mark - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Resolution amending Departmental Allocation List for County Counsel

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for County Counsel, deleting one (1) (M) 0.8 FTE Attorney IV and adding one (1) (M) 1.0 FTE Attorney IV, effective December 29, 2007.

EXECUTIVE SUMMARY

The requested action amends the Departmental Allocation List for County Counsel deleting the 0.8 FTE Attorney IV and adding a 1.0 FTE Attorney IV as shown on "Exhibit A" of the proposed resolution. Funding for this action was included in the fiscal year 2007/2008 budget.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	County Counsel
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This particular attorney has been working at a full-time level for some time now and with the recent reorganization and creation of the second Chief Deputy position, some of the workload was shifted in order to allow the second Chief Deputy to take on more administrative and managerial functions.
Is the general fund affected?	Yes

Future fiscal impact: The estimated increase associated with this change in FTE allocation is \$16,373 for Fiscal Year 07/08. The department will budget for 1 FTE in the future years.

Consequences if not approved: Some of the workload will need to be shifted to other Attorneys in order to allow the second Chief Deputy to take on more administrative and managerial functions.

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

Due to the recent reorganization and creation of the second Chief Deputy position in County Counsel, some of the workload was shifted in order to allow the second Chief Deputy to assume more administrative and managerial functions. Therefore, a 0.8 full time equivalent (FTE) attorney position became responsible for reviewing all legal matters related to Human Resources, County Executive Office, Health & Human Services-Compliance and Local Agency Formation Commission (LAFCO). The incumbent has been working on a full-time basis for several months now.

The increased cost due to this change was included in the approved budget on June 26, 2007. Since the change was intended to occur in January 2008, no change was made to the Departmental Allocation List at that time. Therefore, the Human Resources Director recommends amending the Departmental Allocation List for County Counsel deleting the 0.8 FTE Attorney IV and adding a 1.0 FTE Attorney IV as shown on "Exhibit A" of the proposed resolution.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Collins