



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/18/2018

Agenda Placement: 6T

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Nikki Salas - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending County Policy Manual Regarding Chief Investigator Classification

RECOMMENDATION

Director of Human Resources and District Attorney request adoption of a resolution amending County Policy Manual, Part I: Sections 37-C1 and 37-C3, to designate the Chief District Attorney Investigator classification as "at will," as outlined in "Exhibit A," effective December 29, 2018.

EXECUTIVE SUMMARY

If approved, this action designates the single position classification of Chief District Attorney Investigator as "at will" in Section 37C-3 of the County Policy Manual.

FISCAL IMPACT

Is there a Fiscal Impact? No

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 Chief District Attorney Investigator is a single position classification within the District Attorney's Office. The position is currently filled with an incumbent who is retiring effective December 28, 2018. The Chief District Attorney Investigator reports directly to the District Attorney. This position plans and supervises the work and activities of the District Attorney's Office Bureau of Investigation. The reporting structure, level, and scope of duties assigned to this position justify the request for the Chief District Attorney Investigator classification to become "at will." If this action is approved, the retiring incumbent will be unaffected, and incumbents filling vacancies within this classification after December 29, 2018 will be considered "at will."

Therefore, the Director of Human Resources and District Attorney request adoption of a resolution amending the County Policy Manual, Part I: Section 37-C1 and 37-C4 to designate the Chief District Attorney classification as "at will," as outlined in "Exhibit A," effective December 29, 2018.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi