



Agenda Date: 12/19/2006  
Agenda Placement: 6Q

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Pamela Hansen, Human Resources Analyst III, 253-4305  
**SUBJECT:** Amend Departmental Allocation List for Environmental Management

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Environmental Management deleting one (1) Senior Hazardous Materials Specialist and adding one (1) Senior Environmental Health Specialist effective December 30, 2006.

### **EXECUTIVE SUMMARY**

The Department of Environmental Management currently has one allocated position of Senior Hazardous Materials Specialist. The current incumbent will be retiring at the end of December and the department feels that allocating this position as a Senior Environmental Health Specialist will allow greater flexibility in using the position to better meet the needs of the department.

### **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 Department of Environmental Management currently has one allocated position of Senior Hazardous Materials Specialist. Workload for this position has been allocated at 50% to the Local Oversight Program (management of leaking underground storage tanks) and 50% to other department technical duties. In looking at the existing and upcoming workload, it is expected that the workload associated with the Local Oversight Program will continue to slowly decline over time as more sites complete cleanup, while workload associated with other programs, such as retail food facility and special design septic system annual inspections will be steadily increasing. Given this slow shift in workload, a Senior Environmental Health Specialist, who can assist in the Local Oversight Program but is also qualified to conduct annual inspections and other duties which require Health Specialist certification, will be more useful in serving the Department.

There will be no additional fiscal impact to the department as the salary range for the Senior Hazardous Materials Specialist and Senior Environmental Health Specialist is the same.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton