



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/2/2014

Agenda Placement: 6E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Suzanne Mason - Director
Human Resources

REPORT BY: Nicole Everett, Human Resources Analyst II - 707-253-4489

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Probation Department, Table and Index of Classes and Appropriate Personnel Policies

RECOMMENDATION

Director of Human Resources and Chief Probation Officer request adoption of a resolution amending the Departmental Allocation List, the Table and Index of Classes and Appropriate Personnel Policies for the Probation Department, as follows, effective December 2, 2014, with no net increase to the General Fund:

1. Amend the Probation Departmental Allocation List by:
 - a. Deleting one (1.0 FTE) Assistant County Probation Officer; and
 - b. Adding one (1.0 FTE) Assistant Chief Probation Officer.
2. Amend the Table and Index of Classes by:
 - a. Deleting one (1.0 FTE) the Assistant County Probation Officer; and
 - b. Adding one (1.0 FTE) Assistant Chief Probation Officer.
3. Amend Appropriate Personnel Policies as outlined in "Exhibit A" of the Resolution.

EXECUTIVE SUMMARY

In July 2009, the Board of Supervisors approved the management classification study completed by Johnson and Associates, which recommended a number of classification changes. The study recommended a classification title change from Assistant County Probation Officer to Assistant Chief Probation Officer. This title change is to maintain consistency with the Chief Probation Officer classification. However, due to an administrative oversight, the recommended change was not made on the Departmental Allocation List, the Table and Index of Classes or appropriate personnel policies. This classification was recently added to the 2014-2015 Fiscal Year Budget and needs to be corrected to reflect the correct title.

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

In July 2009, the Board of Supervisors approved the management classification study completed by Johnson and Associates, which recommended a number of classification changes. The study recommended a classification title change from Assistant County Probation Officer to Assistant Chief Probation Officer. This title change is to maintain consistency with the Chief Probation Officer classification. However, due to an administrative oversight, the recommended change was not made on the Departmental Allocation List, the Table and Index of Classes or appropriate personnel policies. This classification was recently added to the 2014-2015 Fiscal Year Budget and needs to be corrected to reflect the correct title.

Therefore, the Director of Human Resources and the Chief Probation Officer recommend the adoption of a resolution to amend the Departmental Allocation List, Table and Index of Classes and appropriate personnel policies as shown in Exhibit "A", effective December 2, 2014.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi