



Agenda Date: 12/5/2006  
Agenda Placement: 6N

## 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:** Addition of Staff Services Analyst II to the List of Confidential Classes in Human Resources

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the appropriate policies adding the classification of Staff Services Analyst II to the list of Confidential classes in the Human Resources Division of the County Executive Office effective December 4, 2006.

### **EXECUTIVE SUMMARY**

In July 2006, the Board approved adding a Staff Services Manager position to Human Resources. Human Resources was unsuccessful in recruiting a qualified candidate to fill this position and therefore opted to underfill the position with a Staff Services Analyst II. A recruitment was initiated for a Staff Services Analyst II and a qualified applicant has been offered the position. All classes working in the Human Resources Division are considered confidential employees and must be listed as such in the appropriate policies.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The salary for this position is budgeted at a Staff Services Manager and, therefore, the department will have a salary savings of approximately \$9,400 for fiscal year 2006-07.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	This position will be budgeted at the appropriate level in future fiscal years.

Consequences if not approved: The Management Compensation Plan - Confidential Eligibility List as well as Attachment I of the Employer-Employee Relations Policy lists all classes identified as confidential. All classes working in Human Resources are considered confidential and must be listed as such.

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**

In July 2006, the Board approved adding a Staff Services Manager position to Human Resources. Human Resources was unsuccessful in recruiting a qualified candidate to fill this position and therefore opted to underfill the position with a Staff Services Analyst II. A recruitment was initiated for a Staff Services Analyst II and a qualified applicant has been offered the position. As a result of this successful recruitment it is necessary to add the classification of Staff Services Analyst II to the list of confidential classes in Human Resources effective December 4, 2006.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton