



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/5/2017

Agenda Placement: 6V

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

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

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

RECOMMENDATION

Director of Human Resources and Director of Child Support Services request adoption of a resolution amending the Table and Index of Classes, the Departmental Allocation List, and appropriate personnel policies as follows, effective December 16, 2017, with no net increase to full-time equivalents:

1. Amend the Table and Index of Classes by deleting Chief Child Support Attorney (NCO).
2. Amend the Departmental Allocation List for the Child Support Services Department by:
 - a. Deleting one 1.0 FTE Chief Child Support Attorney (NCO); and
 - b. Adding one 1.0 Attorney III.
3. Amend Napa County Policy Manual, Part I as outlined in Exhibit "A" of the Resolution.

EXECUTIVE SUMMARY

The Chief Child Support Attorney classification was created to aid in the Child Support Services Department's transition away from the District Attorney's Office. The Chief Child Support Attorney incumbent is retiring on December 15, 2017 and the current Director of Child Support Services is an attorney and acts as the Chief Attorney. Therefore, this action proposes deleting the Chief Child Support Attorney classification from the Table and Index of classes, Departmental Allocation List, and appropriate personnel policies. Additional legal support for the Child Support Services Department is needed, and the Attorney III classification is recommended as the appropriate classification.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	66% Federal funding and 34% State General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Director of Child Support Services acts as the Chief Attorney and provides supervision over all department attorneys. The Chief Child Support Attorney classification is no longer needed within the department.
Is the general fund affected?	No
Future fiscal impact:	If approved, the decreased cost of salary and benefits for the remainder of Fiscal Year 2017-2018 is estimated at \$22,500. The annualized savings in future fiscal years is estimated at \$45,000.
	Salary and benefits costs will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If this request is not approved, the Child Support Services Department will not have the ability to reorganize the legal workload, reducing efficiency and effectiveness. Additionally, not realizing the salary savings created by this action will impact future budget years as there are no expected changes to the Department's funding from Federal or State resources to account for upcoming cost of living and benefit increases.
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

In 2002, Child Support Services transitioned to an independent department, separating from the District Attorney's Office. As part of this reorganization, the Board of Supervisors approved creation of a new classification of Chief Child Support Attorney.

The current Director of Child Support Services was appointed by the Board of Supervisors in 2008 and is an attorney. Additionally, the original incumbent in the Chief Child Support Attorney classification retires effective December 15, 2017. At this time the Chief Child Support Attorney classification is no longer needed, however, the department does still have a need for legal support. Therefore, this request changes the Chief Child Support Attorney to an Attorney III allocation, which will provide additional support to the Department's legal team, and will work under the supervision of the Director of Child Support Services.

Therefore, the Director of Human Resources and the Director of Child Support Services recommend the adoption of a resolution to amend the Table and Index of Classes, the Departmental Allocation List, and appropriate personnel policies as shown in Exhibit "A," effective December 16, 2017, with no net increase to full-time equivalents.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan