



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/8/2015

Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Nancy Watt - County Executive Officer
County Executive Office
REPORT BY: Molly Rattigan, PRINCIPAL MANAGEMENT ANALYST - 253-4112
SUBJECT: Appointment of Director of Human Resources

RECOMMENDATION

County Executive Officer requests adoption of a resolution appointing Heather Ruiz as the Director of Human Resources to serve at the will of the County Executive Officer, effective January 2, 2016.

EXECUTIVE SUMMARY

Approval of the recommended action will appoint Heather Ruiz as Director of Human Resources.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funding is included in the FY 2015-2016 adopted budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	A Director is critical to ensure appropriate management and efficient and effective operations of Human Resources.
Is the general fund affected?	Yes
Future fiscal impact:	This position is currently allocated to the department and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	Further recruitment efforts would be required to fill the position.

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

The Director of Human Resources is appointed by and serves at the will of the County Executive Officer, but the appointment must be approved by the Board of Supervisors.

The County Executive Officer, Nancy Watt, is requesting the appointment of Heather Ruiz as the Director of Human Resources. Ms. Ruiz has been employed by the County of Napa since 2010 as the Deputy Director and later, Assistant Director of Human Resources. Previously, Ms. Ruiz worked for the City of San Jose as the Deputy Director of Human Resources and the Director of Human Resources for the San Mateo Medical Center. She holds a Bachelors degree in Psychology from the University of California, Los Angeles and a Masters in Public Administration from California State University, East Bay (Hayward).

SUPPORTING DOCUMENTS

A . Resolution - Ruiz Appointment

CEO Recommendation: Approve

Reviewed By: Helene Franchi