



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/10/2015

Agenda Placement: 6V

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Suzanne Mason - Director
Human Resources

REPORT BY: KEVIN LEMIEUX, HUMAN RESOURCES ANALYST II - 253-4000

SUBJECT: Amendment to the Table and Index of Classes regarding Chief Building Official Classification

RECOMMENDATION

Director of Human Resources and Director of Planning, Building and Environmental Services request adoption of a resolution amending the Table and Index of Classes reflecting a change to the Chief Building Official salary range, as outlined in "Exhibit A", effective February 10, 2015.

EXECUTIVE SUMMARY

The Director of Human Resources and Director of Planning, Building and Environmental Services (PBES) recommend adoption of a resolution amending the Table and Index of Classes to increase the salary range of the Chief Building Official classification by 13.96%, effective February 10, 2015. This is being recommended in accordance with the Board of Supervisors adopted Management Classification and Compensation Study on June 30, 2009. This Board action stated that when a vacant management position lags the market median by more than 10%, and it is determined by the Director of Human Resources that attracting viable candidates for the position will be problematic, an increase in the management salary range can be recommended. This increase is necessary to place Napa County at the median salary among our comparable agencies. The current Chief Building Official salary is not competitive with other agencies and the Director of Human Resources recommends an amendment to the Table and Index of Classes to adjust the salary range to attract and retain highly qualified individuals.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted? No

What is the revenue source?	100% Building Fund (21400) - Comprised of building fees, permit fees, and miscellaneous penalties.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This is a hard-to-fill position within the Planning, Building and Environmental Services Department, which provides oversight for essential building inspection and code enforcement activities, including dealing with the construction of new buildings and the alteration, use, and ongoing safety of existing buildings. When the position recently became vacant as a result of a resignation, a salary survey was completed, and it was determined that the salary was not competitive. As a result of an improving economy and a competitive labor market, it is recommended that in order to attract a highly qualified candidate the salary range should be brought in line with the comparable market.
Is the general fund affected?	No
Future fiscal impact:	The increased cost for salary and benefits for Fiscal Year 2014-2015 is approximately \$5,612. This increase will be absorbed by the building fund and offset by salary savings from this vacant position. The ongoing annual increase in cost is \$16,212, and will be budgeted accordingly for future fiscal years.
Consequences if not approved:	Napa County will be unable to fulfill its obligation to provide building inspection and enforcement oversight. There is a need to immediately attract and hire a quality candidate to fill this vacancy.
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

Human Resources and Planning, Building and Environmental Services (PBES) staff have been working collaboratively to plan the recruitment of a new Chief Building Official since the position became vacant on December 19, 2014. In studying the salaries of Napa County's comparable agencies, it became evident that the salary for the Chief Building Official classification is well below the market. Historically, this position has been hard to fill, and finding qualified candidates has been a challenge. Therefore, in order to be successful in attracting and retaining a high quality Chief Building Official to perform the essential functions in the Building Division of PBES, the Director of Human Resources and Director of PBES recommend increasing the salary range for the Chief Building Official position by 13.96%. This recommended increase in salary is based upon the hard-to-fill nature of this position, and will place Napa County's salary at the median of comparable agencies. This is being recommended in accordance with the Board of Supervisors adopted Management Classification and Compensation Study on June 30, 2009. This Board action stated that when a vacant management position lags the market median by more than 10%, and it is determined by the Director of Human Resources that attracting viable candidates for the position will be problematic, an increase in the management salary range can be recommended.

Therefore the Director of Human Resources and the Director of PBES recommend the adoption of a resolution to amend the Table and Index and associated policies and procedures as shown in "Exhibit A", effective February 10, 2015.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi