



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/11/2020

Agenda Placement: 6Y

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karen Taylor - 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 the Public Defender's Office, and Appropriate Personnel Policies

RECOMMENDATION

Director of Human Resources and Public Defender request adoption of a resolution amending the Table and Index of Classes, the Departmental Allocation List for the Public Defender's Office, and appropriate personnel policies as follows, effective February 11, 2020, with no increase to full-time equivalents, with an impact to the County General Fund:

1. Amend the Table and Index of Classes by adding Assistant Public Defender.
2. Amend the Departmental Allocation List by:
 - a. Deleting one 1.0 FTE Chief Deputy Public Defender; and
 - b. Adding one 1.0 FTE Assistant Public Defender.
3. Amend appropriate personnel policies as outlined in "Exhibit A" of the resolution.

EXECUTIVE SUMMARY

The Director of Human Resources and the Public Defender are requesting a new position as part of a leadership reorganization within the Public Defender's Office.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted? No

What is the revenue source?	100% County General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	An adjustment to the organizational leadership structure will improve processes within Public Defender's Office.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salaries and benefits for Fiscal Year 2019-2020 is estimated at \$8,485. The increased cost of salaries and benefits for future fiscal years is estimated at \$20,363 which will be budgeted accordingly.
Consequences if not approved:	If these changes are not approved, then the process improvement efforts within the Public Defender's Office will not be implemented.
County Strategic Plan pillar addressed:	Effective and Open Government
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 Public Defender evaluated the current leadership staffing model within the Office, and determined that there is a need to add a classification titled Assistant Public Defender in order to make the Office and its divisions function more efficiently. Human Resources concurs with the Public Defender and the County Executive is in support. If approved, the requested action will help deliver a higher level of service to clients of the Public Defender's Office. Also, the proposed addition dedicates a management position to provide leadership over complex department-wide challenges and responsibilities, while adding flexibility in leadership for the Public Defender.

Therefore, the Director of Human Resources and the Public Defender recommend the adoption of a resolution to amend the Departmental Allocation List for the Public Defender's Officer as shown on "Exhibit A," effective February 11, 2020, with no net increase in full-time equivalents, with an impact to the County General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi