



Agenda Date: 2/15/2005
Agenda Placement: 6I

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Barbara Scriven for Dennis Morris - Director
Human Resources
REPORT BY: Judy Pontarollo, Principal HR Analyst , 253-4490
SUBJECT: Amend Table & Index and Departmental Allocation List

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following in connection with the Public Works Department, effective February 26, 2005:

1. Amend the Departmental Allocation List to add one (1) Deputy Director of Public Works and delete one (1) Deputy Director of Public Works-General Services;
2. Amend the Table and Index to add Deputy Director of Public Works and adjust the salary of the Assistant Director of Public Works/District Engineer; and
3. Amend appropriate policies to add Deputy Director of Public Works.

EXECUTIVE SUMMARY

Having conducted a reclassification study at the request of Public Works, the Human Resources Director recommends a new class specification, Deputy Director of Public Works, that will have responsibilities across all the divisions in Public Works. This position will be responsible for not only the oversight and direction relating to management, administrative and financial procedures, but will also evaluate and recommend training programs and assist divisions in developing community outreach and consensus building programs.

In addition to amending the Table & Index and Department Allocation List in relation to the position of Deputy Director of Public Works, the resolution also authorizes an 0.87% increase (\$85 per month) in the Assistant Director of Public Works/District Engineer's salary in order to maintain a minimum of 10 % between the salaries for the Assistant Director and the Deputy Director positions. (Current County practice is to generally maintain a spread of 10% between the salaries of managers and supervisors and the salaries of the employees they manage or supervise.)

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Public Works
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Public Works has always had a top level deputy who is not an engineer. The position has remained vacant for over two years as the Department was reexamining it's needs. The Department would like to now recruit for and fill this vacancy in order to bring consistency to and advance the department's existing programs. In addition, it is necessary to adjust the current salary of the Assistant Director of Public Works/District Engineer to provide appropriate differential in salary.
Is the general fund affected?	No
Future fiscal impact:	Public Works will continue to recover the salary and benefit costs associated with this position from those agencies that receive the services of the Deputy.
Consequences if not approved:	The Director and Assistant Director's attention will continue to be diverted in order to oversee non engineering and financial tasks.
Additional Information:	None.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: General Rule. It can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)].

BACKGROUND AND DISCUSSION

The Public Works Department was unsuccessful in filling the Deputy Director of Public Works - General Services position. In the interview process several issues became evident that resulted in a request to Human Resources to restructure the Class Specification in order to more clearly define the way in which the Deputy Director would be used within the Public Works organization:

1. The concept of creating a General Services super division with Public Works would have greatly limited the flexibility to utilize this top management position for other important needs within the department.
2. The General Services Deputy was tasked with managing only the divisions of communications, records management, purchasing, property management and fleet management.
3. With the exception of fleet management and the future planning and acquisition aspects of property management, these divisions are not in need of additional specific oversight or coordination afforded by an additional layer of management,
4. There did not appear to be significant added value gained in filling the General Services position as it was structured.

Public Works has always had a top level deputy who was not an engineer, the concept being to have someone with top management, administrative and financial skills to oversee and coordinate the business aspects of the technical work performed by the division. Those needs continue to exist and are extremely important. Public Works has ten (10) divisions, six of which are run by engineers, whose primary value to the organization is their technical experience and judgement. A department with as much diversity of activity as Public Works needs someone to ensure that the business functions are employed consistently across all divisions and that standards and procedures are set and followed.

Approval of today's request will reestablish a Deputy Director position with oversight and direction relating to management, administrative and financial procedures, as well as evaluating and recommending training programs, assisting divisions in recognizing the need for community outreach and consensus building and in developing such programs as needed, and further, to become directly involved with various activities in divisions where there is a specific need, but not the resources. Currently, all division managers report to the Assistant Director on day to day matters. With the Deputy position in place, the work load on the Assistant Director will be lightened by dividing up the functional reporting and creating greater flexibility to change assignments as needed.

The recommended salary range for the Deputy Director of Public Works position is 2.3 % more than the salary range originally established for the Deputy Director of Public Works - General Services. This increase is the result of correcting for a salary compaction issue related to a management position that would report directly to the Deputy Director. (Current County practice is to generally maintain a spread of 10% between the salaries of managers and supervisors and the salaries of the employees they manage or supervise.) In addition, the recommended action provides for an 0.87% increase (\$85 per month) in the Assistant Director of Public Works/District Engineer's salary in order to maintain a minimum of 10 % between the salaries for the Assistant Director and the Deputy Director positions.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey