



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/2/2016

Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS

Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Heather Ruiz, DIRECTOR OF HUMAN RESOURCES - 707-259-8720

SUBJECT: Request for Conversion from Inter-Agency Merit System (IMS) to Approved Local Merit System (ALMS) Status

RECOMMENDATION

Director of Human Resources requests the following effective February 2, 2016:

1. Adoption of a resolution requesting the California Department of Human Resources (CalHR) approve Napa County's request to establish its own merit personnel system and convert from an interagency Merit System (IMS) to an Approved Local Merit System (ALMS) for Federal and State funded Social Services and Child Support Services programs; and
2. Adoption of a resolution amending the Departmental Allocation List of the Human Resources Division of the County Executive Office, with no net increase in Full Time Equivalents:
 - a. Delete one 1.0 FTE Human Resources Assistant - Limited Term
 - b. Add one 0.5 FTE Human Resources Analyst I/II/Senior
 - c. Add one 0.5 FTE Benefits Technician - Confidential

EXECUTIVE SUMMARY

Historically, Counties were able to elect whether they wanted to be a an Interagency Merit System (IMS) or an Approved Local Merit System (ALMS). Napa County previously elected to be an IMS agency. However, over the years this has created a situation where the County is administering two sets of personnel rules for different groups of County employees, which is cumbersome and confusing. The proposed action would allow Human Resources to begin the process of conversion to an ALMS County. Pursuant to Government Code Section 19802, a county may establish its own merit personnel system for federal and state funded social services and child support services programs, known as an Approved Local Merit System (ALMS), thereby permitting the county to directly administer human resources services for these programs under a single countywide personnel system.

Approval of this action to convert to an ALMS County will create a workload for Human Resources in the area of recruitment and classification. Therefore this item is proposing conversion of an existing limited term position to two part-time regular positions. The 0.5 FTE Human Resources Analyst position would be assigned to the employment team to absorb the recruitment workload created by the ALMS conversion. The remaining 0.5 FTE is recommended to be a Benefits Technician, and will perform the required compliance work associated with the County's implementation of the Affordable Care Act.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	County General Fund
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The decision by Napa County to assume full responsibility for direct administration of a merit system for federal and state funded social services programs and child support services programs is discretionary. However, in doing so the County takes on the responsibility to provide human resources functions for these former Merit programs. It is estimated that taking on these functions equates to a 0.5 FTE position in terms of additional staff recruitment workload.
Is the general fund affected?	Yes
Future fiscal impact:	The conversion of positions in Human Resources will create an annual increase of less than \$1,500. This is an ongoing commitment and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If this action is not approved, Napa County's human resources functions for federal and state funded social services programs and child support services programs would continue to be administered by the Interagency Merit System (IMS) system.
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

Under the leadership of Shasta County, Napa County participated with other counties in extensive discussions with the State over the past several years regarding a number of changes to the Merit System rules. One of those was a more streamlined procedure for conversion from IMS to ALMS. The previous process made it very difficult to convert, and took a great deal of time and effort to accomplish, which is why Napa County has not considered this option until now. However, over the years this has created a situation where the County is administering two sets

of personnel rules for different groups of County employees, which is cumbersome and confusing. As a result of the work done by the Counties in conjunction with CalHR, the process for conversion has been streamlined. Therefore, staff is bringing forward the proposed action, which would allow the County to begin the process of conversion to an ALMS County. Pursuant to Government Code Section 19802, a county may establish its own merit personnel system for federal and state funded social services and child support services programs, known as an Approved Local Merit System (ALMS), thereby permitting the county to directly administer human resources services for these programs under a single countywide personnel system.

To become an ALMS county, the Board of Supervisors must adopt a resolution requesting this change. Once this resolution is approved and sent to CalHR, they will request information from County Human Resources as to how our County personnel rules comply with the six federal merit principles. CalHR will review the County's response, and if they are satisfied the County's rules are compliant, will approve conversion to ALMS. Human Resources will work collaboratively with the union, the Health and Human Services Agency and the Child Support Services Department during the transition.

Approval of this action to convert to an ALMS County will create a workload for Human Resources in the area of recruitment and classification. Therefore this item is proposing conversion of an existing limited term position to two part-time regular positions. The 0.5 FTE Human Resources Analyst position would be assigned to the employment team, and would absorb the recruitment workload created by the ALMS conversion. The remaining 0.5 FTE is recommended to be a Benefits Technician, and will perform the required compliance work associated with the County's implementation of the Affordable Care Act.

The Director of Human Resources recommends the adoption of the attached resolutions, effective February 2, 2016.

SUPPORTING DOCUMENTS

- A . Resolution to convert to ALMS
- B . Resolution on positions

CEO Recommendation: Approve

Reviewed By: Molly Rattigan