



Agenda Date: 2/26/2008
Agenda Placement: 7U

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Gregersen, Mark - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III - 253-4305
SUBJECT: Resolution Amending Departmental Allocation List and Table and Index for Department of Corrections

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following in connection with the Department of Corrections, effective March 4, 2008:

1. Amend the Departmental Allocation List to add one (1) (M) Acting Director of Corrections;
2. Amend the Table and Index of Classes to add Acting Director of Corrections;
3. Amend appropriate policies to add Acting Director of Corrections; and
4. Appoint Dan Johnson, currently the Assistant Director of Corrections, to the position of Acting Director of Corrections.

EXECUTIVE SUMMARY

The position of Director of Corrections will become vacant on March 4, 2008. The appointment of a successor is not anticipated to take place immediately, therefore, in order to enable the department to operate effectively during the interim, the Human Resources Director recommends the Board allocate an Acting Director of Corrections position effective March 4, 2008.

FISCAL IMPACT

Is there a Fiscal Impact? No

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 position of Director of Corrections will become vacant on March 4, 2008. The appointment of a successor is not anticipated to take place immediately, therefore, in order to enable the department to operate effectively during the interim, the Human Resources Director recommends the Board allocate an Acting Director of Corrections position effective March 4, 2008. Costs associated with the Acting position will be paid out of salary savings from the vacant, regular, Director of Corrections position. Staff is recommending that Dan Johnson be appointed as the Acting Director of Corrections. He is currently performing these duties in his role as Assistant Director of Corrections.

The Acting Director of Corrections position will be deleted from the Departmental Allocation List, Table and Index, and appropriate policies upon the successful recruitment and appointment of the Director of Corrections.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Collins