



Agenda Date: 2/27/2007
Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Theresa Richmond for Randolph F. Snowden - Director
Health & Human Services
REPORT BY: Theresa Richmond, Chief Operations Officer, 259-8176
SUBJECT: Amend Departmental Allocation List - Health and Human Services/Public Health

RECOMMENDATION

Director of Health and Human Services and the Human Resources Director request adoption of a resolution amending the Departmental Allocation List for the Public Health Division of the Health and Human Services Agency, deleting one (1) Medical Secretary and adding one (1) Secretary position, effective February 27, 2007.

EXECUTIVE SUMMARY

Approval of the requested action will amend the Departmental Allocation List for the Public Health Division of the Health and Human Services Agency, deleting one Medical Secretary and adding one Secretary with no net increase in FTE, effective February 27, 2007.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Public Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action is discretionary in that there is no mandate to have either the Medical Secretary or Secretary position. The Secretary classification more accurately covers the duties of the position and will allow for greater ease in recruiting qualified applicants. The proposed change will result in small cost savings in Fiscal Year 2006-2007 (approximately \$600).
Is the general fund affected?	No

Future fiscal impact: The Secretary position will be a permanent position and appropriations will be budgeted accordingly. The proposed change will result in cost savings of \$2,400 in Fiscal Year 2007-2008.

Consequences if not approved: If this change is not approved, the position will continue to be allocated as a Medical Secretary position rather than as a Secretary position, and it will be filled at the higher classification. There will be no cost savings.

Additional Information: This position is 100% funded by Realignment revenues.

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 Health Officer reviewed the duties and responsibilities for the Medical Secretary position when the position became vacant. The position has changed substantially in the past year, and, after consultation with Human Resources, it was determined that the higher level classification of Medical Secretary is not required for the functions performed by this position. Rather, the Secretary classification more aptly describes the duties and will also allow for greater ease in recruiting qualified applicants. There will be no net increase in FTE. This proposed change will result in salary savings of \$600 for fiscal year 06-07 and \$2400 for fiscal year 07-08.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita