



Agenda Date: 2/6/2007
Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amendment to Departmental Allocation List - Health & Human Services/Substance Abuse

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Substance Abuse Services Division of the Health & Human Services Agency deleting one (1) Supervising Mental Health Counselor I and adding one (1) Supervising Mental Health Counselor II, effective February 10, 2007.

EXECUTIVE SUMMARY

Human Resources has completed a classification study of a Supervising Mental Health Counselor I position in the Substance Abuse Services Division of the Health and Human Services Agency. Based upon the duties being performed by the incumbent, it is recommended that this position be reclassified to a Supervising Mental Health Counselor II, effective February 10, 2007.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Substance Abuse Services budget. The cost of reclassifying this position is approximately \$3,200 annually. The additional cost will be absorbed within Substance Abuse Services' authorized Fiscal Year 2006-2007 budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The action is discretionary in that the position is not required by statute. However, according to the review performed by Human Resources and the Classification Policy adopted by the Board in July 2000, the reclassification of this position is appropriate.

Is the general fund affected? Yes

Future fiscal impact: This is a permanent position and corresponding appropriations will be budgeted annually.

Consequences if not approved: Failure to approve this action will result in a lack of consistency among staff members with the same level of responsibility and scope of duties.

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

Human Resources received a request from the Health and Human Services Agency to conduct a classification study of a Supervising Mental Health Counselor (MHC) I position in the Substance Abuse Services Division. The I level of this classification performs professional, administrative and supervisory duties. The II level is distinguished from the I in that it is also responsible for program development, implementation and evaluation. Based upon review of the duties and responsibilities being performed by the current incumbent, Human Resources is recommending that the position be reclassified to a Supervising Mental Health Counselor II to more accurately reflect the level of responsibility and scope of program duties being performed on a consistent basis.

Pursuant to the Classification Policy adopted by the Board in July 2000, the Board must approve all position allocations. Any salary adjustments will be effective the first pay period after Board approval. All additional costs shall be absorbed within the Department's budget.

Based upon the findings of Human Resources' study, it is recommended that the Board approve the requested reclassification and amendment to the Departmental Allocation List, effective February 10, 2007.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton