



Agenda Date: 2/7/2006
Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amendment to Departmental Allocation List - Property Management

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Property Management Division of Public Works-Engineering with regards to deleting one (1) (M) Building Maintenance Superintendent and adding one (1) (M) Facilities and Fleet Manager, effective February 11, 2006.

EXECUTIVE SUMMARY

Human Resources has completed a classification study on a Building Maintenance Superintendent position in the Property Management Division of Public Works-Engineering and is recommending this position be reclassified to a Facilities and Fleet Manager to more accurately reflect the duties currently being performed by the incumbent.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The increased cost for the remainder of the current fiscal year is estimated at \$2500. Property Management will absorb this cost in their FY 2005-2006 budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The position was studied and it has been determined that a reclassification to Facilities and Fleet Manager is necessary to recognize the current duties assigned to this position.
Is the general fund affected?	Yes

- Future fiscal impact: The increased salary expense for the next fiscal year will be included in the department's FY 2006-2007 budget request.
- Consequences if not approved: If this action is not approved, the employee would not be reclassified and the employee would be performing duties which are outside his classification.
- 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

In July 2005, the County Executive Officer provided conceptual approval for the Public Works department to make modifications to the duties and responsibilities of the Public Works and Building Maintenance Superintendent positions as part of strategic planning for the department.

The essence of these changes are to:

- 1 Amend the position description of the Public Works Superintendent to eliminate responsibilities for the Equipment Pool, and add responsibilities for maintenance of waterways. This places the management of maintenance activities for roads and waterways under the stewardship of this position, which will expand the use of the road crew as needed in waterway maintenance. The completion of the Napa River Flood Control project will require the hiring of additional maintenance personnel for which earmarked revenue will be available. The road crew will become an interdisciplinary team capable of providing maintenance services for both the road and waterways. The goal will be to develop a team that focuses on the county's needs in the most effective manner where resources can be totally dedicated to either road or waterway maintenance issues, or divided between these functions as the priorities dictate.
- 1 Amend the position description of the Building Maintenance Superintendent to add responsibilities for the Equipment Pool. - This will place the management of the Corporate Yard at California Blvd. under the stewardship of this position. It will also provide one manager focused on the important client relationships in servicing our internal customers for all building and vehicle needs.

With the recent recruitment of the Public Works Superintendent, this change to the position description has been implemented. This agenda item implements the second part of this strategic plan. The chronology of events is as follows.

Human Resources received a request for reclassification and completed an evaluation of the Building Maintenance Superintendent position in the Property Management Division of Public Works-Engineering. In this position the incumbent is responsible for managing the operation and maintenance of building maintenance, custodial, and grounds keeping activities on a County-wide basis and for establishing policies and procedures to effectively manage the Property Management Division. In August 2005, due to the retirement of the Public Works Superintendent, responsibility for managing the operation of the Equipment Pool was assumed by the Building Maintenance Superintendent. This additional responsibility involves developing divisional goals and objectives for the Equipment Pool; participating in the preparation and monitoring of the division's budget; reviewing, evaluating, and reporting on the cost aspects of shop operations; making recommendations for the disposal of vehicles and

equipment and the need for acquisition of replacement vehicles and equipment; preparing and reviewing specifications for vehicles and equipment; coordinating the scheduling of pooled and shared equipment; maintaining control on labor, materials, and equipment used; and assuming responsibility for human resource actions with respect to Equipment Pool staff. Based upon the review of this position, Human Resources is recommending that the position be reclassified to a Facilities and Fleet Manager to more accurately reflect the current duty assignment.

Pursuant to the Classification Policy adopted by the Board in July 2000, the Board must approve 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.

It is recommended that the Board approve the reclassification request and the amendment to the Departmental Allocation List.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey