



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/9/2016

Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Kevin Lemieux, Human Resources Analyst II - 253-4000

SUBJECT: Adoption of a Resolution to Amend the Departmental Allocation List for the Department of Child Support Services by adding a Limited Term Legal Clerk I/II

RECOMMENDATION

Director of Human Resources and the Director of Child Support Services request adoption of a resolution amending the Departmental Allocation List for the Department of Child Support Services by adding one (1.0 FTE) Legal Clerk I/II – Limited Term, effective February 13, 2016 through August 12, 2016, with no net increase to the General Fund.

EXECUTIVE SUMMARY

The Director of Human Resources and the Director of Child Support Services recommend the addition of a limited term Legal Clerk I/II position to allow time for recruitment, hiring and training of a new employee, as a result of one of the existing Legal Clerk's being promoted. This overlap for training purposes will ensure the essential functions of the department continue during this transitional staffing period.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	This position will be 100% funded by salary savings from vacant positions.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Hiring a Limited Term Legal Clerk I/II would allow the Department of Child

Support Services to maintain the minimum level of staffing needed to carry out its mandated functions and facilitate a smooth transition as departmental vacancies are filled.

Is the general fund affected?

No

Future fiscal impact:

The cost of salary and benefits for the recommended action for the remainder of Fiscal Year 2015-2016 and the first three pay periods of Fiscal Year 2016-17 will be absorbed by salary savings. Given that this is a limited term position, there is no anticipated future fiscal impact beyond the term of the position.

Consequences if not approved:

If this request is not approved, Child Support Services would risk delays in service and would be unable to perform the essential functions of the Department with a fully staffed team.

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

The Director of Human Resources and the Director of Child Support Services recommend the addition of a limited term Legal Clerk I/II position to allow time for recruitment, hiring and training of a new employee, as a result of one of the existing Legal Clerk's being promoted. This overlap for training purposes will ensure the essential functions of the department continue during this transitional staffing period.

Child Support Services currently has two vacancies for Child Support Specialist. An employee currently in a Legal Clerk I/II position classification has been selected to promote into one of the Child Support Specialist vacant positions through a competitive promotional process. However, the Department has a need to hire and train a new Legal Clerk before the promotion can take effect. Immediately promoting the incumbent would result in the Department's inability to manage workload and serve their clients. Once the proposed Legal Clerk I/II - Limited Term employee is hired and trained, the Department would then proceed to fill the Child Support Specialist vacancies. If this item is approved, the Legal Clerk I/II - Limited Term would be selected off a Legal Clerk eligible list, and would then be eligible to move in to the vacated permanent Legal Clerk I/II position.

Therefore, the Director of Human Resources and the Director of Child Support Services recommend the adoption of a resolution to amend the Departmental Allocation List as shown on Exhibit "A," effective February 13, 2016 through August 12, 2016, with no net increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan