



Agenda Date: 3/1/2005
Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Barbara Scriven for Dennis Morris - Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amend the Table and Index and the Departmental Allocation List

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following actions relating to the Assessor-Recorder-County Clerk Department and its divisions, effective March 1, 2005:

1. Amend the Departmental Allocation List to:
 - a. Add one (1) Staff Services Manager, one (1) Assessment Records Supervisor, and one (1) Auditor Appraiser Limited Term (LT) through June 30, 2005; and
 - b. Delete one Assessment-Records Assistant II and one (1) additional resulting vacancy.
2. Amend the Table and Index to delete Chief Deputy Recorder/County Clerk/Registrar and amend the salary table for Assessment Records Supervisor; and
3. Amend appropriate policies to delete Chief Deputy Recorder/County Clerk/Registrar.

EXECUTIVE SUMMARY

As a result of the Board's directions relating to problems which occurred during last March 2004's elections, the CEO convened an Elections Task Force to look into the operations of the Elections division. After reviewing said operations, the CEO's Task Force recommended the creation of a management position to help "integrate election functions and oversee the functions of the Elections division on a consistent and an on-going basis." The creation of a Staff Services Manager position in the department will achieve this goal. The proposed reorganization will be accomplished without adding any new positions through reassignment and deletion of existing positions.

An additional Auditor Appraiser II Limited Term (LT) position is being added as part of this reorganization to solve a mandatory audit backlog. This LT position will be wholly funded by State County Property Tax Administration Grant funds.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund and Property Tax Administration Grant Funds for the Auditor Appraiser II Limited Term position.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	There will be on-going net salary and benefit increase for the new management position. Long-term potential savings through use of cross-training and workload allocation to improve productivity of existing staff and postpone future hiring need are anticipated.
Consequences if not approved:	<p>Mandatory audits are a legal requirement. If the backlog is not corrected soon, \$576,000 in supplemental tax administration funds are at risk. The LT position being assigned to assist in taking care of the backlog will be funded by Property Tax Administration Grant funds.</p> <p>If the management position is not approved, there may be potential issues regarding conduct of secure and accurate elections in the future with the resulting possibility of legal costs and public perception impacts.</p> <p>If the LT position is not approved, the possible loss of \$576,000 in General Fund Revenue from supplemental tax administration funds if mandatory audit backlog not reduced is anticipated.</p>
Additional Information:	None

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 Assessor-Recorder-County Clerk-Elections divisions were consolidated in January 1998. At that time there were five management positions in the department. As of January 2004 the number of management positions had dropped to three through planned consolidation and un-planned retirements. It has become apparent that additional management resources are needed as pointed out in the County Executive Officer's Task Force's report concerning policies and procedures and workload assignments in the Elections division.

This reorganization will restore the management resources needed without any net increase in the number of positions by reassignment of duties and deletion of certain positions. While general fund costs will increase in the short-term, those costs will be offset by future savings in avoided elections litigation, better cross-training leading to increased productivity and postponed or avoided future hiring needs.

An additional Auditor Appraiser II Limited Term position is being added as part of this reorganization to solve a mandatory audit backlog. This position will be wholly funded by State County Property Tax Administration Grant

funds. Mandatory audits are a legal requirement. If the backlog is not corrected soon, \$576,000 in supplemental tax administration funds are at risk. This LT position is being assigned to help eliminate the backlog.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey