



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

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**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 Departmental Allocation List

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Human Resources Division of the County Executive Office with regards to deleting one (1) (Confidential) Office Assistant II and adding one (1) Office Assistant II position, effective March 1, 2005.

### **EXECUTIVE SUMMARY**

Director of Human Resources recommends removing the Confidential status of the Office Assistant II in Human Resources.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Human Resources
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	An administrative decision has been made to remove the Office Assistant II position from the list of employees eligible for Confidential benefits because it does not meet the criteria for confidential positions. The Human Resources budget unit will realize a benefits expense savings of approximately \$2,200 for the remainder of the current fiscal year.
Is the general fund affected?	Yes
Future fiscal impact:	The Human Resources budget unit will realize a benefits expense savings of

approximately \$5,000 over the course of the next fiscal year as a result of this action.

Consequences if not approved: The Office Assistant II position in Human Resources would retain rights to Confidential benefits.

Additional Information: None

**ENVIRONMENTAL IMPACT**

There is no Environmental Impact for this item.

**BACKGROUND AND DISCUSSION**

Director of Human Resources has reviewed the nature of the work performed by the vacant Office Assistant II position in the Human Resources division of the County Executive Office and has determined that it does not meet the criteria required of Confidential positions. Human Resources Director therefore recommends removal of the Confidential status of this position effective March 1, 2005.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey