



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/10/2015

Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz for Suzanne Mason - 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 Public Works Department and the Table and Index of Classes by adding a Senior Engineer

RECOMMENDATION

Director of Human Resources and Director of Public Works request adoption of a resolution amending the Table and Index of Classes and the Department Allocation List for the Public Works Department as follows, effective March 14, 2015 with no net increase in full-time equivalents and no net increase to the General Fund:

1. Amend the Public Works Departmental Allocation List by:
 - a. Deleting one (1.0) FTE Associate Engineer; and
 - b. Adding one (1.0) FTE Senior Engineer.
2. Amend the Table and Index of Classes by adding Senior Engineer.

EXECUTIVE SUMMARY

Director of Public Works requested that Human Resources conduct a review of the Engineering series to establish a classification for a senior level professional engineer that does not supervise staff. The current series contains Associate and Supervisor Engineering classifications, however, there is no senior level position for engineers that perform complex engineering duties, and are responsible for major programs or projects. These duties are above the level of the existing Associate classification, but the incumbents do not Supervise other employees, and therefore do not qualify to be classified as Supervisors. Based upon that review, Human Resources is recommending the addition of a new classification entitled Senior Engineer.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	100% funded by the Napa Flood Project.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification to Senior Engineer will allow management to continue to appropriately assign responsibility to large scale and complex projects/duties related to Public Works.
Is the general fund affected?	No
Future fiscal impact:	The increased cost for salary and benefits the remainder of the 2014-2015 Fiscal Year is approximately \$2,029, and will be absorbed within the current allocation to the Napa County Flood Project. The increased cost for salary and benefits for future fiscal years is approximately \$6,594 and will be budgeted accordingly.
Consequences if not approved:	If the recommended reclassification is not approved, the Public Works Department will continue to have a gap in their classification series requiring that they assign this complex work to Supervisors, which is not the most efficient use of the Supervisory 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

The Director of Public Works identified a need for a senior level engineering classification that would perform the most complex and specialized engineering functions, exercising substantial judgment and independence over their assigned area. This classification would not necessarily supervise other staff. The current series contains Associate and Supervisor Engineering classifications; however, the Public Works Department has the need for a senior level engineering position, and requested Human Resources conduct a study to establish the appropriate classification.

Human Resources studied the needs of the department, as well as the classification structures of comparable counties, and found most agencies have a position at the level of Senior Engineer. As a result of the study, Human Resources is recommending the establishment of a Senior Engineer classification. The Senior Engineer would perform engineering work that is complex, and requires a significant level of judgment and discretion, and would perform this work with a minimum of supervision.

Additionally, through the course of this review, it came to light that an Associate Engineer position, which was the subject of a recent reclassification study within the Flood Division of Public Works would better fit into this new Senior Engineer classification, and it is therefore being recommended that this position and the incumbent be reclassified to a Senior Engineer. This recommendation is based upon the duties the incumbent is performing for the flood control project, including; reviewing and commenting on plans and specifications for the flood control

project; inspecting flood construction sites; coordinating utility relocation in flood project zones; conducting detailed research and processing fund requests from the Corp of Engineers; preparing maps and reviewing property acquisitions efforts; providing complex engineering assistance to the Army Corps of Engineers and consultants during the design phase of major flood control features; coordinating the formal review of project plans by the Joint Power Authority (JPA) members; interfacing with local residents regarding flood control activities; overseeing the work of assigned consultants, and taking the lead in the preparation of the flood control annual budget.

As a result of the findings of this reclassification study, it is recommended that the Senior Engineer position be added and that the incumbent in the Flood position be reclassified to a Senior Engineer.

Therefore, the Director of Human Resources and the Director of Public Works recommend the adoption of a resolution to amend the Department Allocation List and the Table and Index as shown in Exhibit A, effective March 14, 2015, with no net increase in full time equivalents and no net increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi