



Agenda Date: 3/11/2008
Agenda Placement: 7N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Willihnganz for Mark Gregersen - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II - (707) 253-4489
SUBJECT: Resolution to Amend the Departmental Allocation List and the Table and Index of Classes for the Assessor Division of the Assessor-Recorder-County Clerk Department.

RECOMMENDATION

Human Resources Director requests the adoption of a resolution amending the Departmental Allocation List and Table and Index of Classes for the Assessor-Recorder-County Clerk as follows, effective March 22, 2008.

1. Amend the Departmental Allocation list to:
 - a. Delete:
 - i. Two (2) Senior Assessment-Records Assistants; and
 - ii. One (1) Transfer Mapping Technician.
 - b. Add:
 - i. One (1) Mapping and Title Technician;
 - ii. One (1) (S) Mapping and Title Supervisor; and
 - iii. Two (2) Title Technicians.
 - c. Delete subsequent vacancy resulting from departmental promotion to Mapping and Title Supervisor.
2. Amend the Table and Index of Classes to add:
 - a. Mapping and Title Supervisor;
 - b. Mapping and Title Technician; and
 - c. Title Technician.
3. Amend appropriate personnel polices to add reference to the Mapping and Title Supervisor.

EXECUTIVE SUMMARY

The Assessor-Recorder-County Clerk-Registrar of Voters has identified a business need to create a supervisory level position (Mapping and Title Supervisor) in the Title and Mapping Unit of the Assessor Division. This change is needed to ensure there is a staff member with specialized knowledge in mapping standards, map creation, title issues, property tax laws, rules and regulations to supervise the daily activities of this unit. It is anticipated that this position will be filled through a Departmental Only Promotional Opportunity and that the subsequent vacancy will be deleted from the Departmental Allocation List.

Additionally, the Assessor-Recorder-County Clerk-Registrar of Voters has requested that we change the job title of Transfer Mapping Technician to Mapping and Title Technician as this title better reflects the incumbent's current duties. The Department has also requested that the two Senior Assessment Records Assistants be retitled to the new class Title Technician. This new class is graded at the same level as the Senior Assessment-Records Assistant. The class specification of the Title Technician better reflects this position's responsibilities which include analyzing, evaluating, transferring and determining reassessment of property as a result of changes of ownership.

There is no net change to the number of positions on the departmental allocation list as a result of the requested action.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	If approved, the requested supervisory change will allow for greater productivity and workflow within the Mapping and Title Unit and provide for a dedicated supervisory position to oversee the daily functions of this Unit. The addition of the Mapping and Title Supervisor will also reduce the overly broad span of supervisory control for the Assessment Records Supervisor.
Is the general fund affected?	Yes
Future fiscal impact:	It is anticipated that the Mapping and Title Supervisor position will be filled through a Departmental Only Promotional Opportunity and that the subsequent vacancy will be deleted from the Departmental Allocation List. Therefore, if approved, it is anticipated that the addition of the Mapping and Title Supervisor would result in a salary increase of approximately \$2,800 for the remainder of Fiscal Year 07/08. The approximate annual increase of \$9,132 would be included in future budgets.
Consequences if not approved:	If this supervisory change is not approved, the day-to-day supervision of the activities of the Mapping and Title Unit will continue to be performed by the Assessment Records Supervisor who supervises 13 employees in addition to supervising the two Senior Assessment Records Assistants in the Mapping and Title Unit.

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 Assessor Division of the Assessor-Recorder-County Clerk Department is requesting a reorganization that will: 1) create a new position of Mapping and Title Supervisor, 2) retitle the Transfer Mapping Technician to the Mapping and Title Technician without a change to job duties or salary and 3) retitle the two Senior Assessment-Records Assistants in the Mapping and Title Unit to Title Technicians without a change in salary or assigned duties.

The Assessor-Recorder-County Clerk-Registrar of Voters has identified a business need to create a supervisory level position in the Mapping Unit. This change is needed to ensure there is a staff member with specialized knowledge in mapping standards, map creation, title issues, property tax laws, rules and regulations to supervise the daily activities of this unit. Currently, the supervisory function for the Mapping and Title Unit is split between the Chief Deputy Assessor-Recorder-County Clerk-Registrar and the Assessment Records Supervisor. The close interaction between mapping and title justify the integration of these two functions under one dedicated supervisor, the newly created Mapping and Title Supervisor. Justification for this change is as follows: 1) the complex area of mapping and title are closely related and the supervision of these positions should be handled by a highly-trained individual; 2) mapping and title issues are currently supervised by two different positions in the Department which interfere with the coordination of the workload and interaction among the title and mapping staffs; 3) the Senior Transfer Mapping Technician does not have supervisory responsibility over both functions which inhibits productivity and prevents close coordination of workload and workflow issues; 4) the title and mapping section of the Assessor Division requires supervision by a person with specialized knowledge in mapping standards, map creation, title issues, property tax laws, rules and regulations; 5) a supervisor will participate in division-wide policy and planning and make sure that title and mapping issues are considered in workflow, workload and future planning decisions.

An equity study was conducted among our eight identified jurisdictions of comparison (Contra Costa County, Marin County, Monterey County, City of Napa, Placer County, Santa Cruz County, Solano County and Sonoma County). Five of these comparator organizations (Contra Costa County, Marin County, Placer County, Solano County and Sonoma County) had a class matching the tasks, duties, responsibilities, knowledge, skills and abilities of the Mapping and Title Supervisor. The market's average monthly salary for these matches was calculated at \$5,815. Human Resources recommends the newly created class of Mapping and Title Supervisor be established in parity with the market.

In addition, as part of this reorganization the Assessor-Recorder-County Clerk-Registrar of Voters has requested a title change for three staff working in the Mapping and Title Unit. Currently one position is classified as a Transfer Mapping Technician. The department has requested that this position be retitled to Mapping and Title Technician, without a change in job duties or salary. The other two positions in the Unit are currently titled Senior Assessment-Records Assistants. The Assessor-Recorder-County Clerk-Registrar of Voters has requested that Human Resources create a new class specification for these positions, Title Technician, which better reflects the specific duties these employees are asked to complete. It is recommended that the salary range for this new class, Title Technician, remain the same as the salary range established for the Senior Assessment-Records Assistant class. Therefore, if approved, there will be no financial impact associated with these two title changes.

Therefore, the Human Resources Director recommends the adoption of the accompanying Resolution regarding changes to the Departmental Allocation List, the Table and Index of Classes and appropriate personnel polices for the Assessor Division of the Assessor-Recorder-County Clerk Department as listed in Exhibit "A". effective March 22, 2008.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Collins