



Agenda Date: 3/15/2005
Agenda Placement: 6F

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 & Index and the Departmental Allocation List

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following actions relating to the County Executive Office, effective March 15, 2005:

1. Amend the Departmental Allocation List to add one (1) (Confidential) Deputy Clerk of the Board of Supervisors and delete one (1) (Confidential) Secretary;
2. Amend the Table and Index to add Deputy Clerk of the Board of Supervisors; and
3. Amend appropriate policies to add Deputy Clerk of the Board of Supervisors.

EXECUTIVE SUMMARY

The County Executive Office requested Human Resources review one vacant full time Secretary job classification to determine the appropriate classification for a position that would assist the Administrative Manager/Clerk of the Board (Admin Mgr/Clerk) in performing her duties. The results of that review is the action before you today deleting a vacant Confidential Secretary position and adding a Confidential classification of Deputy Clerk of the Board (Deputy). If approved, the new position will be responsible for assisting the Admin Mgr/Clerk in handling the administrative details for the BOS and serve as Secretary to the Board of Equalization as well as other various boards and commissions, as assigned.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funding is available in FY 04-05 through salary savings due to unanticipated vacancies.

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Admin Mgr/Clerk is required to manage and clerk 12 boards and commissions, as well as perform functions in the role as Administrative Manager. Creation of this position will provide someone who can assist the Admin Mgr/Clerk in managing the workload, coordinating the day-to-day work of staff and can assume the administrative responsibility of the Clerk of the Board as directed.
Is the general fund affected?	Yes
Future fiscal impact:	The recommended position is approximately \$8,000 more per year than the currently budgeted Secretary position. Staff will include this additional expense in its requested budget.
Consequences if not approved:	The Admin Mgr/Clerk will not be able to effectively manage the current workload. Minutes, budgets, and other vital functions will not be completed in a timely manner.
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

Staff from Human Resources has reviewed the job specifications for the Admin Mgr/Clerk and the current vacant confidential Secretary position. Based on this review, staff is recommending the deletion of the Secretary position and the addition of a Confidential position entitled Deputy Clerk of the Board. This position will serve as primary backup to the Admin Mgr/Clerk who oversees the administrative support services and Clerk of the Board functions of the County Executive Office. The Deputy position will be responsible for performing a variety of specialized and responsible functions for the Board of Supervisors, other County boards and commissions, and various County departments and officials, including preparing meeting notices, agendas, packets and minutes and maintaining official records. In particular, the incumbent will act as Secretary to the local Board of Equalization on behalf of the Clerk of the Board, assist the Admin Mgr/Clerk by accepting and processing appeals, processing taxicab and card room permit applications, acting as filing officer for administrative citations and abatement of penalties. In the absence of the Clerk of the Board, the Deputy will assume that position's responsibilities as directed.

Currently, the Admin Mgr/Clerk performs certain administrative support tasks directly (such as clerking Board of Supervisors' meetings and preparing Board minutes), and is responsible for supervising six secretaries who assist in preparing Board of Supervisors' agendas and meeting packets, maintain official records in accordance with relevant laws and policies, and provide administrative support to CEO Analysts, the County's risk management program and the Community Partnership Office. In addition to providing administrative support to certain boards and commissions, the new position will provide lead direction and assistance in the coordination of the work flow of the administrative support staff, as directed. As proposed, the new position will differ from that of a Secretary because, while a Secretary may occasionally serve as secretary to a Board, Committee or Commission, providing such support is a primary function of the new position, including clerking BOS meetings in

the absence of the Admin Mgr/Clerk. The new position differs from that of the Admin Mgr/Clerk in that the latter oversees and has responsibility for functional and technical supervision over the administrative support staff, official records, reports, and other information.

The recommended salary for the new Deputy position is approximately \$43,326 to \$51,750 annually based on a survey of similar positions in the County's "comparable" counties. The salary for a Secretary is approximately \$34,923 to \$41,517 annually.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey