



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/17/2020

Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karen Taylor - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Human Resources Division of the County Executive Office

RECOMMENDATION

Director of Human Resources and County Executive Officer request the adoption of a resolution amending the Departmental Allocation List for the Human Resources Division of the County Executive Office, as follows, effective March 21, 2020, with no net increase in full-time equivalents and a slight increase to the General Fund:

1. Delete one 1.0 FTE Human Resources Analyst II.
2. Add one 1.0 FTE Senior Human Resources Analyst.

EXECUTIVE SUMMARY

The Director of Human Resources requested that CPS HR Consulting conduct a reclassification study of a Human Resources Analyst II position to determine if an incumbent was properly classified. A review of the completed Position Description Questionnaire, a desk audit, departmental interviews, and a review of classification specifications showed that the incumbent is performing duties that are outside the scope of the Human Resources Analyst II job classification. If approved, this action will reclassify the incumbent to the Senior Human Resources Analyst classification.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No

What is the revenue source?	This position is 100% funded by the County General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification acknowledges that the incumbent has been performing a broader range of more complex responsibilities. This action is necessary to allow Human Resources leadership to assign senior level Human Resources functions documented in the current and future versions of the Senior Human Resources Analyst classification specification.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2019-2020 for the proposed reclassification is estimated at \$2,704, which will be offset by salary savings. The increased annualized cost for this position is estimated at \$10,816, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the recommended reclassification is not approved, the incumbent's duties will have to be reassigned to another position in the department. Due to the current workload and experience of other members on the Human Resources Recruitment Team, this would create a significant hardship.
County Strategic Plan pillar addressed:	Effective and Open Government
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 Human Resources requested that CPS HR Consulting conduct a reclassification study of a Human Resources Analyst II position to determine if an incumbent was properly classified. A review of the completed Position Description Questionnaire, a desk audit, departmental interviews, and a review of classification specifications showed that the incumbent is performing duties that are outside the scope of the Human Resources Analyst II job classification. If approved, this action will reclassify the incumbent to the Senior Human Resources Analyst classification. Based on the duties performed by the incumbent, and the structural design of the flexibly staffed classification specification, it was recommended by CPS Human Resources Consulting that the position be reclassified to a Senior Human Resources Analyst. Additionally, the County is identifying the most complex duties at the senior level to ensure they are captured in a revision to the classification specification.

Therefore, the Director of Human Resources and the County Executive Officer recommend the adoption of a resolution to amend the Departmental Allocation List for the Human Resources Division of the County Executive Office as shown on "Exhibit A," effective March 21, 2020, with no net increase in full-time equivalents and a slight increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi