



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/20/2018

Agenda Placement: 6U

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Heather Ruiz - Director
Human Resources
REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000
SUBJECT: Amend the Departmental Allocation List for the Assessor's Office

RECOMMENDATION

Director of Human Resources and Assessor-Recorder-County Clerk request the adoption of a resolution amending the Departmental Allocation List for the Assessor's Office as follows, effective March 24, 2018, with no net increase in full-time equivalents and a slight increase to the General Fund:

1. Delete one 1.0 FTE Appraiser II; and
2. Add one 1.0 FTE Appraiser III.

EXECUTIVE SUMMARY

The Assessor-Recorder-County Clerk requested that Human Resources conduct a reclassification study of an Appraiser II position to determine if the incumbent was properly classified. A review of the completed Position Description Questionnaire, a desk audit, departmental interviews, and a review of classification specifications revealed that the incumbent is performing duties that are outside the scope of the Appraiser II classification, and are more reflective of the duties found in the Appraiser III classification. This action will reclassify the incumbent to the Appraiser III classification.

FISCAL 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 will allow management to continue to assign a broader range of more complex Appraiser responsibilities to the incumbent. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | The increased cost of salary and benefits for the remainder of Fiscal Year 2017-2018 for the proposed reclassification is estimated at \$1,960, and will be offset by salary savings. The increased annualized cost for this position is estimated at \$7,280, 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 a more appropriate position in the department. Due to current workload of other staff, this would create a significant hardship. |
| 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-County Clerk-Recorder requested that Human Resources conduct a reclassification study of an Appraiser II position to determine if the incumbent was properly classified. After careful review, Human Resources determined that a majority of the incumbent's duties are outside of the scope of the current classification of Appraiser II, and are more reflective of the duties in the Appraiser III classification.

The incumbent's assignments include a broad range of appraisals, completed with minimal supervision within the Real Property Division of the Assessor's Office. The incumbent updates databases to reflect property transfers, income, cost, and expense data; creates spreadsheets to track valuations and roll corrections; and acts as an expert witness at Napa County Board of Equalization hearings. The incumbent also provides technical supervision of other Appraiser I/II's and is assigned complex assessments and recording activities on a routine basis. Additionally, the incumbent completes the Real Property Division's most complex appraisals, typically assigned to an Appraiser III. The incumbent was first assigned higher level duties and special projects in 2014 to provide immediate assistance after the Napa Earthquake in 2014, however, those duties have remained with the incumbent into 2018 to meet departmental workload demands. As a result of the findings of this reclassification study, it is recommended that the incumbent in the Appraiser II position be reclassified as an Appraiser III.

Therefore, the Director of Human Resources and the Assessor-County Clerk-Recorder recommend the adoption of a resolution to amend the Departmental Allocation List for the Assessor's Office as shown on Exhibit A, effective March 24, 2018, with no net increase in full-time equivalents.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi