



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 3/20/2018

Agenda Placement: 6Y

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Heather Ruiz - 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 Sheriff's Office

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### **RECOMMENDATION**

Director of Human Resources and Sheriff request adoption of a resolution amending the Departmental Allocation List for the Sheriff's Office, as follows, effective March 20, 2018, with no net increase to full-time equivalents and a savings to the General Fund:

1. Amend the Table and Index of Classes by adding Sheriff's Public Information and Outreach Officer.
2. Amend the Departmental Allocation List for the Sheriff's Office by:
  - a. Deleting one 1.0 FTE Sheriff's Technician III;
  - b. Deleting one 1.0 FTE Senior Deputy Sheriff II;
  - c. Adding one 1.0 FTE Sheriff's Public Information and Outreach Officer; and
  - d. Adding one 1.0 FTE Staff Services Analyst I/II.

### **EXECUTIVE SUMMARY**

If approved, this request will replace two vacant positions with two different classifications. One is a new classification of Sheriff's Public Information and Outreach Officer, which will be tasked with planning, preparing and disseminating information on the activities, services, and objectives of the Sheriff's Office to the news media and the public. The second new position is a Staff Services Analyst I/II, which will be added to provide fiscal and program support to all four subdivisions of the Sheriff's Office.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      Yes

Is it currently budgeted?	No
What is the revenue source?	The revenue source for both requested positions is 100% General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The addition of a Sheriff's Public Information and Outreach Officer will help address an increasing need to provide timely and accurate information to the public. The addition of a Staff Services Analyst I/II will create a dedicated budget resource for the Sheriff's Office, and free up sworn positions to return to law enforcement activities.
Is the general fund affected?	Yes
Future fiscal impact:	The total cost decrease for the remainder of Fiscal Year 2017-2018 is estimated at \$796. The ongoing annual cost decrease is estimated at \$3,184, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If this request is not approved, the Sheriff's Office will not have a dedicated public information professional available to inform the public on a regular basis and during emergency situations. They will also have to continue to rely on a combination of sworn positions to support budget activities.
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 Napa County Sheriff's Office is tasked with providing the public and news media with information regarding law enforcement's daily activities. During times of crisis or disaster, the need for information sharing only grows, and it is important to deliver messages to the public in an expeditious manner. Currently, the Napa County Sheriff's Office delegates Public Information Officer duties to a Captain as an ancillary assignment. To meet the public's growing desire for information, this action proposes the addition of a Sheriff's Public Information and Outreach Officer with expertise in media relations and public outreach. If approved, this new position will play a critical role in situations like the 2017 Napa Fire Complex, ensuring information is disseminated as quickly as possible to keep the public informed and safe.

At present, the Sheriff's Administrative Manager position is solely responsible for fiscal and program management of four subdivisions and thirteen special revenue funds within the Sheriff's budget. However, there are some sworn positions tasked with tracking various State and Federal Grants, along with preparing and analyzing contracts and purchases. If this request is approved, the addition of a Staff Services Analyst I/II will provide dedicated budgetary support to the Sheriff's Administrative Manager. This action will allow sworn deputies to focus on law enforcement activities by providing administrative support.

Therefore, the Director of Human Resources and Sheriff recommend the adoption of a resolution to amend the Table and Index of Classes and the Departmental Allocation List as shown in Exhibit "A," effective March 20, 2018,

with no net increase to full-time equivalents.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi