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Agenda Date: 3/20/2018

Agenda Placement: 6Z

## 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 Table and Index of Classes to Adjust Management Salaries for County Privacy Officer, Assistant County Counsel, and Administrative Manager/Clerk of the Board

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### **RECOMMENDATION**

Director of Human Resources requests adoption of a resolution to implement salary adjustments for the County Privacy Officer, the Assistant County Counsel, and the Administrative Manager/Clerk of the Board effective March 20, 2018 with an increase to the General Fund.

### **EXECUTIVE SUMMARY**

Human Resources received approval from the Board of Supervisors in May 2016 to adjust salaries for vacant management positions. All management positions will move into this new salary structure as vacancies occur to create a consistent and internally aligned management pay structure. Based on the previously approved Board Item, and consistent with the approved new band structure, Human Resources is recommending adjustment of multiple classifications, as outlined in the attached resolution.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The County Privacy Officer, Assistant County Counsel, and Administrative Manager/Clerk of the Board classifications are all 100% funded by the General Fund allocation.

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Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County has adopted the best practice of aligning management salaries into bands when positions become vacant as part of an overall management classification and compensation study.
Is the general fund affected?	Yes
Future fiscal impact:	The total cost increase for the remainder of Fiscal Year 2017-2018 is estimated at \$7,689, which will be offset by salary savings as the positions are currently vacant. The ongoing annual cost increase is estimated at \$30,754, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If these changes are not approved, Napa County would be inconsistent with the adopted best practice to place management positions into salary bands as vacancies occur.
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**

In May 2016, the Board of Supervisors approved an action that places all management positions into 28 management salary bands as vacancies occur. Consistent with the County's current structure, the salary bands include five steps, and roughly five percent between steps. All management positions will be brought to the Board of Supervisors as vacancies occur to create an equitable, consistent, and internally aligned management pay structure.

Based upon that methodology, Human Resources is recommending adjustment to the County Privacy Officer, Assistant County Counsel, and Administrative Manager/Clerk of the Board classifications, as outlined in the attached resolution. Human Resources reviewed the study data and evaluated whether any other classifications needed to be adjusted to address compaction or other internal equity issues. It was determined that there are no additional classifications in need of adjustment at this time.

The Director of Human Resources recommends the adoption of a resolution to amend the Table and Index of Classes, as shown in Exhibit "A," effective March 20, 2018.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi