



Agenda Date: 3/21/2006
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amend the Departmental Allocation List for Public Works-Engineering

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Public Works-Engineering with regard to adding one (1) Senior Office Assistant position, effective March 21, 2006.

EXECUTIVE SUMMARY

Consistent with the Board's Fiscal Year (FY) 2005-2006 budget instructions, eighteen vacant positions were deleted from various departments on the Departmental Allocation List on February 15, 2005 by Resolution No. 05-30. One of these positions was a vacant but funded Senior Office Assistant in Public Works-Engineering assigned to the Flood Control District.

Subsequently, through an administrative error, this same position was included in Schedule B (vacant positions to be deleted) of the FY 2005-2006 budget, which was adopted by the Board on June 21, 2005, thereby erroneously reducing the official departmental allocation list for Public Works-Engineering by an additional Senior Office Assistant.

Approval of today's recommended action will offset the action erroneously deleting the Senior Office Assistant position identified in Schedule B of the FY 2005-2006 budget and amend the departmental allocation list for Public Works-Engineering to accurately reflect one (1) Senior Office Assistant.

FISCAL IMPACT

Is there a Fiscal Impact? No

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 January 2005, the Board of Supervisors approved budget policies for the County's Fiscal Year (FY) 2005-2006 budget. These policies served as a guide to staff in preparing and administering the FY 2005-2006 budget. One directive in the FY 2005-2006 budget policies was to delete all vacant unfunded positions and all funded positions that have been vacant for more than six months, unless retention of a vacant funded position has been approved by the County Executive Office.

The County Executive Office conducted a county wide review of departments for unfunded vacancies and funded positions that had been vacant for more six than months, and recommended a total of eighteen vacant positions for deletion. On February 15, 2005, the Board adopted Resolution No. 05-30 deleting these eighteen positions. One of these positions was a vacant but funded Senior Office Assistant in Public Works-Engineering assigned to the Flood Control District.

Subsequently, through an administrative error, this same position was included in Schedule B (vacant positions to be deleted) of the FY 2005-2006 budget, which was adopted by the Board on June 21, 2005, thereby erroneously reducing the official departmental allocation for Public Works-Engineering by an additional Senior Office Assistant. However, because the only other Senior Office Assistant position on the Public Works-Engineering's departmental allocation list was filled, Human Resources did not delete the position from the departmental allocation list, but instead brought the issue to the attention of their County Executive Office (CEO) analyst for resolution. After a lengthy delay, Human Resources was advised by the County Executive Office to prepare a board letter requesting amendment of the departmental allocation list to add back the position that was identified for deletion in the FY 2005-2006 budget.

Approval of today's recommended action will offset the action of erroneously deleting the Senior Office Assistant position identified in Schedule B of the FY 2005-2006 budget and amend the departmental allocation list for Public Works-Engineering to accurately reflect one (1) Senior Office Assistant.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey