



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/21/2017

Agenda Placement: 6W

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Stephanie Sifuentes, Human Resources Analyst II - 707-259-8720

SUBJECT: Adoption of a Resolution Amending the Table and Index of Classes, Departmental Allocation List for Planning Building and Environmental Services, and Appropriate Personnel Policies by Adding Park Steward and Park Steward Assistants

RECOMMENDATION

Director of Human Resources and Director of Planning, Building and Environmental Services request adoption of a resolution, as follows, effective March 25, 2017:

1. Amend the Table and Index of Classes by:
 - a. Deleting Park Manager (NCO);
 - b. Adding Park Steward (SUP); and
 - c. Adding Park Steward Assistant.
2. Amend the Departmental Allocation List for the Planning, Building, and Environmental Services Department by:
 - a. Deleting one 1.0 FTE Park Manager;
 - b. Adding one 1.0 FTE Park Steward; and
 - c. Adding four 1.0 FTE Park Steward Assistants.
3. Amend appropriate personnel policies as outlined in "Exhibit A" of the resolution.

EXECUTIVE SUMMARY

The Napa County Regional Park and Open Space District is finalizing a new long-term management agreement with the State which, among many other things, eliminates the use of Park Rangers, Lifeguards, and other support staff previously contracted through the State to operate the parks. As a result, there is a need for the County to add positions on behalf of the Napa County Park and Open Space District in order to allow the district to staff parks and open space facilities, as well as to provide a career path for their employees.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Napa County Regional Park and Open Space District.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Changes in the District's operating agreement with the State will result in the final withdrawal of all State Parks' personnel and resources by summer 2017. This includes a Park Ranger and other assistant level personnel, who largely work in Bothe-Napa Valley State Park and Bale Grist Mill State Historic Park. The addition of these allocations will allow the District to continue to operate these heavily visited parks.
Is the general fund affected?	No
Future fiscal impact:	These expenses will be fully funded by the Napa County Regional Park and Open Space District using District revenues, fundraising, grants, and gifts. No County-sourced funds will be used.
Consequences if not approved:	If this action is not approved, Napa County Regional Park and Open Space District will not have the necessary staff to provide an adequate level of services at our facilities.

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 preparation for the change in the agreement with the State, the Napa County Regional Park and Open Space District worked with Human Resources to evaluate immediate impacts to staffing. Through those discussions, it was determined that there was a need for a supervisory classification to run the day-to-day operations of a park or open space facility, or number of facilities. This would be done with the oversight of the Park and Open Space Program Manager. In addition, Parks identified that there was no permanent classification in between the extra help Park Aides and this supervisory level classification. There is a need for more regular year round support to the Parks, and these duties are not appropriate for the Park Aide classification, so Parks also requested adding another position to provide additional operational support, as well as to create a career path for Park's staff.

The Human Resources Department conducted a market study with our comparator agencies to determine the appropriate classifications for the duties requested. As a result of the study, it was determined that these positions be called Park Steward and Park Steward Assistant, and added to the Table and Index and Departmental Allocation List in order to meet the operational needs once the State stops providing support.

Therefore, the Director of Human Resources and the Director of Planning, Building and Environmental Services recommend the adoption of a resolution to amend the Table and Index of Classes, the Departmental Allocation

List, and appropriate personnel policies as shown in Exhibit "A", effective March 25, 2017.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan