



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/24/2020

Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karen Taylor - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending County Policy Manual Regarding Executive Assistant - CEO Classification

RECOMMENDATION

Director of Human Resources and County Executive Officer request adoption of a resolution amending County Policy Manual, Part I: Section 37-C4, Management Compensation Plan - Confidential to remove the Executive Assistant-CEO classification's designation as "at will," as outlined in Exhibit A, effective March 24, 2020.

EXECUTIVE SUMMARY

If approved, this action removes the single position classification of Executive Assistant-CEO's designation as "at will" in Section 37C-4 of the County Policy Manual.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

County Strategic Plan pillar addressed:

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 Executive Assistant-CEO is a single position classification within the County Executive Office and is currently vacant. The Executive Assistant-CEO performs the highest level of administrative support related to confidential and sensitive issues, and serves as a confidential executive assistant to the County Executive Officer, the Assistant County Executive Officer, and members of the Board of Supervisors. The level and scope of duties assigned to this position no longer justify the designation of the Executive Assistant-CEO classification as "at will." If this action is approved, the current vacancy and incumbents filling vacancies within this classification after March 24, 2020 will no longer be considered "at will."

Therefore, the Director of Human Resources and County Executive Officer request adoption of a resolution amending County Policy Manual, Part I: Section 37-C4, Management Compensation Plan - Confidential to remove the Executive Assistant-CEO classification's designation as "at will," as outlined in Exhibit A, effective March 24, 2020.

SUPPORTING DOCUMENTS

- A . Resolution
- B . Exhibit A - Policy Manual Section 37C-4 (with tracked changes)
- C . Exhibit A - Policy Manual Section 37C-4 (final version)

CEO Recommendation: Approve

Reviewed By: Helene Franchi