



Agenda Date: 3/4/2008
Agenda Placement: 7F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Willihnganz for Gregersen, Mark - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II - (707) 253-4489
SUBJECT: Resolution Amending the Table and Index and Departmental Allocation List for Environmental Management

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following effective March 4, 2008:

1. Amending the Departmental Allocation List for Environmental Management adding (1) one Environmental Resources Specialist and deleting (1) one Environmental Health Technician; and
2. Amending the Table and Index of Classes deleting Environmental Health Technician.

EXECUTIVE SUMMARY

Upon the recent resignation of the Environmental Health Technician (EHT), a review of the work activities in the Department was conducted by the Director of Environmental Management. The study revealed that to continue to effectively oversee the Integrated Waste Management program, and implement changing regulatory requirements, the Department has a need to add a second Environmental Resources Specialist (ERS) position. Therefore, the Human Resources Director requests adoption of a resolution to amend the Departmental Allocation List to add a second Environmental Resources Specialist position and delete the vacant Environmental Health Technician position, effective March 4, 2008.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Environmental Management.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: The Allocation List change allows the Integrated Waste Management Program for the County to recruit the most qualified and appropriate person to conduct the required functions, implement State Law and avoiding significant potential financial penalties should the program fail to be implemented.

Although this action will result in an increase in salary/benefit costs of approximately \$30,000 annualized, there will be no change to net county cost and the department is not requesting additional funds. The reasons for this are as follows: 1) The position is largely (approximately 85%) funded by dedicated grants and contracts with Upper Valley and Napa Vallejo Waste Management Agencies. These grants and contracts provide funds for both salary and material purchases. Sufficient funds exist from these sources to cover the increased salary. 2) The small portion of the position funded by the Department can be covered this year through existing salary savings which have accrued while the Environmental Health Technician position has been vacant, and in the future fiscal years by reallocating funds from material purchase to salary.

Is the general fund affected? Yes

Future fiscal impact: None (see above)

Consequences if not approved: The Integrated Waste Management program will not be staffed appropriately and the County could fall out of compliance with State Law and be subject to fines and penalties.

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 County is responsible for implementing the requirements of AB 939, the Waste Management Reduction Act of 1989, which requires that all jurisdictions implement programs to achieve and maintain a 50% diversion rate from the landfill. Failure to do so can result in stiff fines, up to \$10,000 per day. Napa County has successfully met (and exceeded) the required diversion rate using a two-person team consisting of an Environmental Resource Specialist and an Environmental Health Technician.

With the resignation of the Environmental Health Technician, the Department had an opportunity to review its staffing needs for the Integrated Waste Management program. The study revealed that Department has a need for a second Environmental Resources Specialist to continue to effectively and efficiently implement the requirements of AB 939. A classification study conducted by Human Resources has confirmed that the Environmental Resources Specialist is the appropriate classification to assist with the implementation of AB 939 related mandates. If approved, this allocation change will eliminate the need to retain the Environmental Health Technician position.

Therefore, the Human Resources Director recommends amending the Table and Index of Classes and

Departmental Allocation List for Environmental Management as shown on Exhibit "A" of the proposed resolution, effective March 4, 2008.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Collins