



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/8/2016

Agenda Placement: 6V

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

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

SUBJECT: Amend the Departmental Allocation List for the Public Works Department by Deleting a Senior Account Clerk and Adding a Public Works Accounting Assistant

RECOMMENDATION

Director of Human Resources and Director of Public Works request the adoption of a resolution amending the Departmental Allocation List for the Public Works Department as follows, effective March 12, 2016, with no net increase in full-time equivalents:

1. Delete one 1.0 FTE Senior Account Clerk; and
2. Add one 1.0 FTE Public Works Accounting Assistant.

EXECUTIVE SUMMARY

The Director of Public Works requested that Human Resources conduct a reclassification study of a Senior Account Clerk position to determine if the incumbent was properly classified. A review of the completed Position Description Questionnaire, departmental interviews and a review of classification specifications revealed that the incumbent is performing duties that are outside the scope of the Senior Account Clerk classification and are more reflective of the duties found in the Public Works Accounting Assistant classification specification.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	This position is funded by General Fund (55%) and Non-General Funds from

Special Districts (45%) in Fiscal Year 2015-2016. In Fiscal Year 2016-2017 the position will be funded by General Fund (5%) and Internal Service Funds (95%).

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: The recommended reclassification will allow management to continue to assign specialized accounting/fiscal duties related to important Public Works Programs and Special Districts.

Is the general fund affected? Yes

Future fiscal impact: The increased cost of salary and benefits for the remainder of Fiscal Year 2015-2016 is approximately \$1,542 (\$848 General Fund). The increased cost of salary and benefits for future fiscal years is approximately \$5,013 (\$251 General Fund) and will be budgeted accordingly.

Consequences if not approved: If the recommended reclassification is not approved, the incumbent's duties will have to be reassigned to a more appropriate position in the department. Due to current workload of other staff, this would create a significant hardship.

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 Director of Public Works requested that Human Resources conduct a reclassification study of a Senior Account Clerk position to determine if the incumbent was properly classified. A review of the completed Position Description Questionnaire, departmental interviews and a review of classification specifications were conducted.

After careful review, Human Resources has determined that a majority of the incumbent's duties are outside of the scope of the current classification of Senior Account Clerk and are more reflective of the duties in the Public Works Accounting Assistant classification specification. The study revealed that the majority of the incumbent's job consists of specialized accounting and fiscal functions tied to water billing for special districts. The incumbent is tasked with maintaining databases, tracking customer payments, developing billing schedules, arranging shut-offs, and working with operators in the field. The incumbent manages the County's utility bills and allocates the costs across all County departments based on their usage. The incumbent completes journal entries and uses both of the County's financial accounting systems (CAMS and PeopleSoft) to reconcile all transactions. It was determined that these duties aligned quite closely to those of the four other Public Works Accounting Assistants within the Public Works Department.

As a result of the findings of this reclassification study, it is recommended that the incumbent in the Senior Account Clerk position be reclassified as a Public Works Accounting Assistant.

Therefore, the Director of Human Resources and the Director of Public Works recommend the adoption of a resolution to amend the Departmental Allocation Lists as shown on Exhibit A, effective March 12, 2016, with no net increase in full-time equivalents.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan