



Agenda Date: 4/1/2008
Agenda Placement: 70

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 Departmental Allocation List to Create a Flexibly Staffed Water and Wastewater System Operator Job Series for Public Works

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Public Works, effective April 5, 2008 as follows:

1. Delete:
 - a. One (1) Water and Wastewater System Operator In-Training,
 - b. One (1) Water and Wastewater System Operator I,
 - c. One (1) Water and Wastewater System Operator II; and
2. Add Three (3) Water and Wastewater System Operator In-Training/I/II.

EXECUTIVE SUMMARY

The Director of Public Works has submitted a request to flexibly staff the Water and Wastewater System Operator series. This series consists of the classifications Water and Wastewater System Operator In-Training, Water and Wastewater System Operator I and Water and Wastewater System Operator II. The purpose of combining these three stand-alone classifications into a flexibly staffed job series is to provide a more efficient approach to filling vacant positions and allocating staff at the appropriate level based on the scope and resource requirements of water and wastewater projects.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Offsetting revenue is provided from the Lake and Napa Berryessa Resort

	Improvement District budgets.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Making this classification series flexibly staffed will allow for a better allocation of resources based on need.
Is the general fund affected?	No
Future fiscal impact:	Possible increase to staffing costs based on the level of licensing required to fill vacancies or to promote to higher classification based on licensing certification.
Consequences if not approved:	No flexibility in assigning or recruiting to fill vacancies. As it is currently structured, the series hampers recruitment and assignment of duties.
Additional Information:	There is currently a vacancy at the Operator I level for which no funds are allocated the current Year Final Budget. However, it is certain that recruitment to fill this vacancy will be successful and funding has been included for all three allocated Operator positions in the Fiscal Year 2009 Recommended budget. The Districts contract with the County Public Works Department for staffing and the costs associated with the Operator positions are included in the Public Works Engineering Recommended budget with offsetting revenues allocated from the District budget.

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

Currently, the classifications Water and Wastewater System Operator In-Training, Water and Wastewater System Operator I and Water and Wastewater System Operator II are individual, stand-alone classifications. The Director of Public Works has requested that these three stand-alone classification be combined into a flexibly staffed job series. Flexibly staffing this job series will provide a more efficient approach to filling vacant positions and allocating staff at the appropriate level based on the scope and resource requirements of water and wastewater projects.

Therefore, the Human Resources Director recommends the adoption of the accompanying Resolution regarding changes to the Departmental Allocation List for Public Works as listed in the attached Exhibit "A", to become effective April 5, 2008.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Collins