



Agenda Date: 4/18/2006
Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Karla Jensen for Mark Gregersen - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Amend the Departmental Allocation List for the Assessor-Recorder-County Clerk-Elections Department

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Assessor-Recorder-County Clerk-Elections Department with regards to deleting one (1) .75 FTE Assessment Records Assistant I/II and adding one (1) 1.0 FTE Assessment Records Assistant II, effective April 18, 2006.

EXECUTIVE SUMMARY

Amending the Departmental Allocation List to increase the FTE of an Assessment Records Assistant I/II position from .75 to 1.0 effective, April 18, 2006.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Assessor-Recorder-County Clerk-Elections Department.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This position serves as the front counter person for Assessor related inquires from the public. Staffing this function on a full time basis will provide better service to our customers and allow other departmental staff to complete their assignments without the disruption of having to fill in at the front desk.
Is the general fund affected?	Yes
Future fiscal impact:	The funding and the increase in the position will be funded from salary

savings for current fiscal year. The Assessor Division will be able to absorb the additional expenditure in future years.

Consequences if not approved: If the position is not made full time, departmental productivity will suffer as other departmental staff will have to allocate a portion of their day serving customers at the front desk and public service will suffer as customers will be required to wait longer periods of time for service.

Additional Information: None.

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 Assessor-Recorder-County Clerk has determined that overall departmental productivity and customer service will benefit by allocating a full time Assessment Records Assistant I/II to staffing the front desk in the Assessor's Division. This full time position will provide consistency to the service provided to the public and allow other departmental staff to devote all their time to the completion of their assigned tasks. This action is being requested now because the .75 FTE employee is retiring effective April 1, 2006.

Therefore, the Human Resources Director recommends the adoption of a Resolution amending the Departmental Allocation List for the Assessor-Recorder-County Clerk-Elections Department to delete (1) .75 FTE Assessment Records Assistant I/II and add (1) 1.0 FTE Assessment Records Assistant I/II, effective April 18, 2006.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton