



Agenda Date: 4/18/2006  
Agenda Placement: 60

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Pamela Hansen for Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Pamela Hansen, Human Resources Analyst III, 253-4305  
**SUBJECT:** Amendment to Departmental Allocation List - Public Works Engineering

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Public Works-Engineering with regards to adding one (1) Senior Engineering Aide and deleting one (1) Engineering Aide, effective April 22, 2006.

### **EXECUTIVE SUMMARY**

Human Resources has completed a classification study on an Engineering Aide position in Public Works-Engineering and is recommending this position be reclassified to a Senior Engineering Aide to more accurately reflect the duties currently being performed by the incumbent.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The increase cost for the remainder of the current fiscal year is estimated at \$520. Public Works will absorb this cost in their FY 2005-2006 budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The position was studied and it has been determined that a reclassification to a Senior Engineering Aide is necessary to recognize the current duties assigned to this position.
Is the general fund affected?	Yes
Future fiscal impact:	The annual cost for FY 2006-2007 is estimated at \$2,546.

Consequences if not approved: If this action is not approved, the employee would not be reclassified and the duties she is performing would be beyond the scope of her current classification.

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**

Human Resources received a request for reclassification and completed an evaluation of an Engineering Aide position in Public Works. The incumbent has worked as an Engineering Aide since January 1994. The reconfiguration of her work assignment has changed significantly over the past few years due to promotions, attrition, departmental reorganization, and legal mandates. The primary assignment of the incumbent, which accounts for 75% of her time, is the processing of applications for Lot Line Adjustments. The applications are submitted directly to the Engineering Aide for review which includes investigating and determining whether the parcel(s) involved are legal lots pursuant to State Government and County Code; verifying that the application conforms to all County Ordinances; and checking legal descriptions on the proposed parcel configuration for substantial conformance to an approved Tentative Lot Line Adjustment Map. Due to the knowledge and ability the incumbent has demonstrated, as well as her ability to work independently, the time commitment of a professional engineer to this process has been significantly reduced, thereby allowing this time to be devoted to other assignments.

The processing of a Lot Line Adjustment Application takes approximately 6 to 8 weeks to process. The department has between 40 - 50 on-going adjustments at any given time. It is the responsibility of the Engineering Aide to track the progress of each application and report on its progress. The completed application packet, prepared by the Engineering Aide, is then routed to the supervisor for review and then submitted to the Director or Assistant Director for final approval.

Pursuant to the Classification Policy adopted by the Board in July 2000, the Board must approve position allocations. Any salary adjustments will be effective the first pay period after Board approval. All additional costs shall be absorbed within the Department's budget.

It is recommended that the Board approve the reclassification request and the amendment to the Departmental Allocation List.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton