



Agenda Date: 4/19/2005
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Barbara Scriven for Dennis Morris - Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amend the Departmental Allocation List

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Conservation, Development and Planning with regards to deleting one (1) Graphics Specialist and adding one (1) Planner II position, effective April 23, 2005.

EXECUTIVE SUMMARY

Human Resources is recommending reclassification of a Graphics Specialist to a Planner II in the Conservation, Development & Planning department to more accurately reflect the duties and responsibilities being performed by the employee.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Conservation, Development & Planning
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	It is the recommendation of the Department that the work required by this position is most effectively performed in the present organizational configuration. The approximate annual increase of \$7,000 will be absorbed within the Net County Cost target of the Planning department by the department reducing other non-personnel expenditures.
Is the general fund affected?	No

Future fiscal impact: none

Consequences if not approved: The requirements of the position will have to be performed in a different manner. This may result in higher expenditures for the department.

Additional Information: None

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

Human Resources has received a request from the Conservation, Development & Planning Department to reclassify the single class position of Graphics Specialist to that of a Planner II.

The Graphics Specialist position was originally created in May of 1988 and has undergone several revisions in an attempt to reflect the technological trend away from the old paper-based mapping system to the current digital Geographic Information System (GIS). This shift further intensified in 2003 with the onset of the Baseline Data Report development process. Human Resources' evaluation of this position confirms a significant shift in the technological nature of assignments and the scope and complexity of planning skills, analysis and knowledge required of the assigned employee. Human Resources concurs with the Department that the complexity and scope of the duties and the varied skill set required to create such GIS/graphic materials for the Planning Department, Planning Commission, Board of Supervisors, LAFCO, and the general public, are more accurately reflected in the Planner II classification.

Pursuant to the Classification Policy adopted by the Board in July of 2000, the Board must approve such position allocation and salary changes. Human Resources is therefore requesting that the Board approve the Human Resources Director's recommendation to reclassify the Graphics Specialist to a Planner II, effective April 23, 2005.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey