



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

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Pamela Hansen for Dennis Morris - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Management equity adjustments

RECOMMENDATION

Human Resources Director requests the following in connection with management equity adjustments:

1. Adoption of a resolution, effective January 1, 2005, approving equity adjustments for certain unrepresented employees using the same formula established and agreed to during the most recent negotiations between the County and SEIU, Local 614; and
2. Adoption of a resolution amending the Table and Index of classes for an Attorney III in County Counsel, effective January 1, 2005.

EXECUTIVE SUMMARY

In November 2004, the Human Resources Director concluded discussions with the unrepresented employees concerning salary and benefit adjustments. Consistent with the methodology agreed to in negotiations with SEIU, Local 614, a salary survey had been conducted to determine if equity adjustments were necessary to bring the salary of unrepresented employees within 3% of the average of the County's comparison jurisdictions. On two separate occasions, December 14, 2004, and March 1, 2005, the Board adopted resolutions approving salary increases for certain unrepresented classes, pursuant to the results of the salary survey.

At the meeting on March 1, 2005, the Board was informed that the salaries of two Management Non-Classified positions (Director of Corrections and Director of Environmental Management) were still under review and that, therefore, neither of these positions were included among the equity adjustments recommended at that time. The salary review of these positions has been completed, and equity increases of 3.13% and 3.55 % are recommended for the Director of Corrections and the Director of Environmental Management respectively.

In addition, on March 1, 2005, the Board approved a salary adjustment of 3.84% for the Attorney I-IV classifications in County Counsel. At that time the position of Attorney III, which acts as the County's Compliance Officer, was inadvertently left off the list of classifications to receive an equity adjustment. Approval of the recommended action will correct this oversight.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The increased cost for the remainder of the current fiscal year is estimated at \$7000. Departments (Environmental Management, Corrections, and County Counsel) will be expected to absorb these costs in their respective FY 2004-2005 budgets to the extent possible. If necessary, funds are available in designations set aside for employee salaries and benefits.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	<p>The November 2004 unrepresented salary survey was conducted using the same criteria agreed to between SEIU, Local 614 and the County. The intent was to bring the County's management and confidential salaries in line with those in the market represented by our comparable jurisdictions.</p> <p>The recommendation for equity adjustments for the Director of Corrections and Director of Environmental Management is the product of an internal review and comparison of these two positions with similar County department head positions. This internal review was conducted because the County's comparison jurisdictions do not have equivalent department head positions for the Director of Corrections or the Director of Environmental Management.</p> <p>Additionally, on March 1, 2005, the Board approved an equity adjustment of Attorney I-IV classifications in County Counsel. At that time the position of Attorney III, which acts as the County's Compliance Officer, was inadvertently left off the list of classifications to receive an equity adjustment.</p>
Is the general fund affected?	Yes
Future fiscal impact:	The annual cost for FY 2005-2006 is estimated at \$14,000. The increased salary expense for the next fiscal year will be included in the departments' FY 2005-2006 budget requests.
Consequences if not approved:	Classifications identified by the salary survey as being greater than 3% below the benchmark set as a percentage of the salary for comparable department head positions would not be adjusted. Additionally, the Compliance officer would not receive the same equity adjustments that were approved on March 1, 2005 for the Attorney I-IV positions in County Counsel.
Additional Information:	None.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: This matter is not a project as defined by CEQA. Additionally, it can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable [See Guidelines For the Implementation of the California Environmental Quality

Act, 14 CCR 15061(b)(3)].

BACKGROUND AND DISCUSSION

In November 2004, the Human Resources Director concluded discussions with the unrepresented employees concerning salary and benefit adjustments. Consistent with the methodology agreed to in negotiations with SEIU, Local 614, a salary survey had been conducted to determine if equity adjustments were necessary to bring the salary of unrepresented employees within 3% of the average the County's comparable jurisdictions. On two separate occasions, December 14, 2004, and March 1, 2005, the Board adopted resolutions approving equity increases for certain unrepresented classes. At the same time, salary adjustments intended to resolve compaction issues between unrepresented supervisors or managers and the employees they supervise or manage were approved by the Board, as was a salary adjustment to maintain the existing internal relationship between the attorneys in County Counsel and the attorneys represented by SEIU, Local 614.

At the meeting on March 1, 2005, the Board was informed that the salaries of two Management Non-Classified positions - Director of Environmental Management and Director of Corrections - were still under review because there are not equivalent department head positions in the County's comparable jurisdictions. As such, the methodology used for the salary studies for the unrepresented, non-department head positions and the public service employees represented by SEIU, Local 614, where "key classes" were established as benchmark positions for classifications with similar functional characteristics was used. It was determined that the salary for the Director of Corrections be set at 95% of the Chief Probation Officer's salary and that the salary for the Director of Environmental Management be set at 90% of the salary of the Director of Conservation, Planning & Development.

Also, on March 1, 2005, the Board approved a 3.84% salary adjustment for the Attorney I-IV classifications in County Counsel in order to maintain the existing salary relationship with the Attorney I-IV classifications represented in the SEIU, Local 614. At that time the position of Attorney III, which acts as the County's Compliance Officer, was inadvertently left off the list of classifications to receive the equity adjustment.

The board is requested to adopt two resolutions implementing retroactive salary adjustments, which are identified in Exhibit A of each resolution, effective January 1, 2005, by the percentages indicated, coming as close as possible to these percentages using the existing salary plan.

SUPPORTING DOCUMENTS

- A . Resolution - Management Non-Classified Positions
- B . Resolution - Attorney III County Counsel

CEO Recommendation: Approve

Reviewed By: Andrew Carey