



Agenda Date: 4/26/2005  
Agenda Placement: 6T

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Pamela Hansen for Dennis Morris - Director  
Human Resources  
**REPORT BY:** Pamela Hansen, Human Resources Analyst III, 253-4305  
**SUBJECT:** Amendment to Departmental Allocation List - Sheriff

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List in the Sheriff's Department to delete one (1) Legal Clerk II and add one (1) Evidence Technician, effective May 7, 2005.

### **EXECUTIVE SUMMARY**

Human Resources has completed a classification study on a Legal Clerk II position in the Sheriff's Department and is recommending this position be reclassified to an Evidence Technician 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 \$500. The Sheriff's Department will absorb this cost in their FY 2004-2005 budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The position was studied and it has been determined that a reclassification to Evidence Technician 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 2005-2006 is estimated at \$4,000. The increased

salary expense for the next fiscal year will be included in the department's FY 2005-2006 budget request.

Consequences if not approved: If this action is not approved, the employee would not be reclassified and the duties would have to be absorbed by other employees, which is not realistic as there is only one other Evidence Technician allocated to the department.

Additional Information: None

### **ENVIRONMENTAL IMPACT**

**ENVIRONMENTAL DETERMINATION:** General Rule. 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**

Human Resources received a request for reclassification and completed an evaluation of a Legal Clerk II position in the Sheriff's Department. This position is responsible for receiving, bar coding, and storing evidence according to established procedures; scheduling appointments and preparing evidence for viewing and release; processing court orders; monitoring the property review system and completing necessary paperwork including court orders for the disposal of evidence; and exercising good communication skills in providing service to the public, law enforcement personnel, and outside agencies. Based upon the review of this position, Human Resources is recommending that the position be reclassified to an Evidence Technician to more accurately reflect the current duty assignment.

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: Andrew Carey