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A Commitment to Service

Agenda Date: 4/5/2016

Agenda Placement: 6Q

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Heather Ruiz - Director  
Human Resources

**REPORT BY:** Nicole Everett, Human Resources Analyst II - 707-253-4489

**SUBJECT:** Adoption of a Resolution Amending the Departmental Allocation List for the Assessor-Recorder-County Clerk-Registrar

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### **RECOMMENDATION**

Director of Human Resources and Assessor-Recorder-County Clerk request the adoption of a resolution amending the Departmental Allocation List for the Assessor-Recorder-County Clerk Department as follows, effective April 9, 2016 with no net increase in full-time equivalents:

Amend Departmental Allocation List to:

- a. Delete one 1.0 FTE Assessment Records Assistant; and
- b. Add one 1.0 FTE Senior Assessment Records Assistant.

### **EXECUTIVE SUMMARY**

Assessor-Recorder-County Clerk requested that Human Resources conduct a reclassification study of a Assessment Records Assistant position to determine if the incumbent was properly classified as a Assessment Records Assistant. A review of the completed Position Description Questionnaire, a desk audit and departmental interviews revealed that the incumbent is performing duties that are outside the scope of the Assessment Records Assistant classification. Therefore, Human Resources recommends the reclassification of the incumbent into a Senior Assessment Records Assistant classification.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      Yes

Is it currently budgeted?	No
What is the revenue source?	Recording Fees
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification will allow management to assign more specialized and complex duties to the appropriate classification.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost for salary and benefits for the remainder of Fiscal Year 2015-2016 is \$1,300, which will be absorbed through salary savings. The increased cost for salary and benefits in future fiscal years is \$5,000 and will be budgeted accordingly.
Consequences if not approved:	If the recommended reclassification is not approved, the incumbent's duties will have to be reassigned to another position in the department. Due to the current workload of other staff and the specialized nature of the duties, this would create a significant hardship and backlog of work.

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**

The Assessor-Recorder-County Clerk requested that Human Resources conduct a reclassification study of an Assessment Records Assistant position to determine if the incumbent was properly classified as an Assessment Records Assistant. A review of the completed Position Description Questionnaire, a desk audit and departmental interviews revealed that the incumbent is performing duties that are outside the scope of the Assessment Records Assistant classification. Therefore, Human Resources is proposing to reclassify the incumbent to a Senior Assessment Records Assistant.

The incumbent's primary duties are to refer and advise the public regarding filing or recording of legal documents pertaining to real property, notary filings and other Records-County Clerk documents in the Assessor's Division of the Assessor-Recorder-County Clerk-Registrar Department. General supervision is provided by the Assessment Records Supervisor. The incumbent's assignments include a variety of technical and complex accounting-related activities for the Recorder's Division. Some of these duties include preparing journal vouchers, submission of monthly claims to the Auditor-Controller's Office, account reconciliation and setting up General Ledger charges and products. The incumbent has also been responsible for the system administration functions of the RiIMS database that is used in her current department and in the Public Health Division of Health and Human Services Agency.

The incumbent is often called upon to assist other Assessment Records Assistant I/II's with technical supervision of more complex assessment and recording activities. No one, other than the immediate supervisor is cross-trained to perform several tasks performed by the incumbent in this position in their absence.

The primary distinguishing characteristics between the Assessment Records Assistant and Senior Assessment Records Assistant are the knowledge, skill and ability to work through specialized and complex assignments with little or no direct supervision. The incumbent performs complex accounting-related activities that cannot be performed within a lower classification and are consistent with the level and scope of specialized duties of the Senior Assessment Records Assistant.

Therefore, the Director of Human Resources and the Assessor-Recorder-County Clerk-Registrar recommend that the position of Assessment Records Assistant be reclassified to Senior Assessment Records Assistant, as shown in Exhibit A, effective April 9, 2016, with no net increase in full time equivalents.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan