



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/5/2016

Agenda Placement: 6R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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 to amend the Departmental Allocation List and Table and Index of Classes for the Corrections Department by adding an Assistant Director of Corrections and Deleting Corrections Administrative Manager

RECOMMENDATION

Director of Human Resources and Director of Corrections request adoption of a resolution amending the Departmental Allocation List for the Corrections Department as follows, effective April 5, 2016, with no net increase in FTE:

1. Amend Departmental Allocation List to:
 - a. Add one 1.0 FTE Assistant Director of Corrections; and
 - b. Delete one 1.0 FTE Corrections Administrative Manager.
2. Amend Table and Index of Classes to:
 - a. Delete one 1.0 FTE Corrections Administrative Manager

EXECUTIVE SUMMARY

The Board of Supervisors approved a limited term Assistant Director position to meet the needs of the Department in 2015. This limited term position is due to expire by February 2017, however the incumbent in that position plans to retire in August 2016. Additionally, as a result of a promotion the Corrections Administrative Manager is currently vacant. Therefore, the Director of Corrections has reevaluated the management staffing needs of the department, and determined the need for an ongoing Assistant Director position to provide consistent and appropriate operational direction to correctional staff on a daily basis and needed training and staff development for Correctional Lieutenants and Correctional Sergeants. With the addition of the Assistant Director of Corrections, the Corrections Administrative Manager classification is not necessary, as many of the duties of these two classes are redundant.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	100% County General Fund
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County has multiple high level capital construction projects planned over the next two years, including complex maintenance and repair projects in the current jail facility as well as the design of a new jail. The intensity of these projects will require the Director of Corrections to be present at frequent statewide meetings and conferences with State agencies and the County's design team. The absence of the Director of Corrections creates a hardship for the department. The addition of an Assistant Director of Corrections will provide for consistent day-to-day operational direction and appropriate training and professional development for corrections staff.
Is the general fund affected?	Yes
Future fiscal impact:	The fiscal impact for these actions for the remainder of the current fiscal year is approximately \$6,400. This additional cost will be absorbed through salary savings as a result of several Correctional Officer vacancies. The Corrections Department has had historical salary savings from normal attrition that has exceeded the estimated costs of this additional position. Future fiscal impact is approximately \$26,000 and will be budgeted accordingly.
Consequences if not approved:	If the addition of the Assistant Director of Corrections is not approved, the Corrections Department will not have the benefit of a jail operations executive who would assist with day-to-day oversight of jail security operations in the absence of the Director of Corrections. Alternatively, if the Director stays to fulfill this role, the County may lose the benefit of having the Director of Corrections present at the frequent meetings, conferences and workshops that will impact future decisions on possible funding or partnerships with the State.

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 Department of Corrections is engaged in multiple high level capital construction projects, including several complex maintenance and repair projects in the current jail facility due to both earthquake damage and preexisting

needs, design work on the new \$15 million, 72-bed staff secure reentry facility on the County's new jail site south of downtown, and preliminary design of a \$100 million plus new jail facility. The intensity of these projects will be increasing over the next two years as the County prepares for additional funding applications to the State, and the Department works in partnership with Public Works and the County Executive Office to ensure all projects move forward efficiently.

This capital construction work has increased the need for the Director of Corrections to be present at frequent statewide meetings and conferences with State agencies such as the Board of State and Community Corrections, the Department of Finance, Department of General Services and the Department of State Hospitals. It is imperative for the continued funding of these projects that Napa County be viewed as a leader in the Criminal Justice arena, and the Director must be able to serve on committees, be present at public comment, and network with partners at the state and in other counties.

In addition, the increasing responsibilities with the planning phases of the new jail often requires daylong workshops with the County's architects and design team. With the frequency the Director is called away to other meetings, it is imperative that a senior level manager be present at the Jail to provide consistent direction to correctional staff and insure that required training and professional development be provided. With the addition of the Assistant Director of Corrections, the Corrections Administrative Manager classification is redundant, in that the job functions and duties overlap and therefore would be absorbed into the Assistant Director of Corrections classification.

The Board of Supervisors approved a limited term Assistant Director position to meet these needs of the Department in 2015. This limited term position is due to expire by February 2017 however, the incumbent in that position plans to retire in August 2016. Additionally, as a result of a promotion the Corrections Administrative Manager is currently vacant. Therefore, the Director of Corrections has reevaluated the management staffing needs of the department, and determined an ongoing need for an Assistant Director.

The Director of Human Resources and the Director of Corrections recommend the adoption of a resolution to amend the Departmental Allocation List as shown in Exhibit "A," effective April 5, 2016 with no net increase in FTE.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan