



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/8/2014

Agenda Placement: 7G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Suzanne Mason - 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 for the Office of Assessor-Recorder/County Clerk and the Table and Index by Adding one Staff Services Manager and Deleting Assistant Assessor-Recorder-County Clerk-Registrar

RECOMMENDATION

Director of Human Resources and Assessor-Recorder-County Clerk request the adoption of a resolution amending the Departmental Allocation List for the Assessor Division, the Table and Index of Classes and appropriate personnel policies as follows, effective April 8, 2014:

1. Amend the Departmental Allocation List for the Assessor Division by:
 - a. Deleting one (1.0 FTE) (NCO) Assistant Assessor-Recorder-County Clerk-Registrar.
 - b. Adding one (1.0 FTE) (M) Staff Services Manager.
2. Amend the Table and Index of Classes by:
 - a. Deleting Assistant Assessor-Recorder-County Clerk-Registrar.
3. Amend appropriate personnel policies by deleting reference to Assistant Assessor-Recorder-County Clerk-Registrar.

EXECUTIVE SUMMARY

Due to a vacancy in the Assistant Assessor-Recorder-County Clerk-Registrar allocation, the Assessor-Recorder/County Clerk requested Human Resources review a proposed reorganization of the Department to determine the appropriate classification for a new position which will focus on administrative duties and will be an integral part of the Senior Management Team. The position will provide direct supervision over two subdivisions of the office. The position will also perform fiscal and administrative functions and provide highly responsible and complex administrative support to the Department Head. Human Resources recommends the appropriate classification for the proposed duties is a Staff Services Manager.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The current position of Assistant Assessor-Recorder/County Clerk is in the budget of the Assessor.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended changes will provide the Assessor-Recorder/County Clerk Department with more clarity in management roles and assignments to facilitate more efficient and effective operation of the Department.
Is the general fund affected?	Yes
Future fiscal impact:	The decrease in cost of salary and benefits for the current fiscal year, 2013-2014 is approximately \$11,565.14. Future allocations will be budgeted accordingly.
Consequences if not approved:	If the recommended changes are not approved, improved efficiency and effectiveness may not result.
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 Human Resources conduct a classification study to determine the appropriate classification for a position which would focus on administrative duties and eliminate duplication of functions among some staff in the office. The primary functions of this position would be to plan, coordinate, implement and oversee assigned administrative programs, projects and initiatives within the Assessor-Recorder-County Clerk Department. Duties would also include fiscal and administrative functions. Additionally, the Staff Services Manager would serve an integral part of the Department's Senior Management Team and provide highly responsible and complex administrative support to the Department Head. The study revealed that some of the duties assigned to the Assistant Assessor-Recorder-County Clerk-Registrar were also assigned to other management positions within the Department. Based on the proposed duties, Human Resources recommends the appropriate classification is a Staff Services Manager and that the vacant Assistant Assessor-Recorder-County Clerk position should be eliminated. The proposed reclassification will provide the Department with more clarity in management roles and assignments to facilitate more efficient and effective operation of the Department.

Therefore, the Director of Human Resources and the Assessor-Recorder-County Clerk recommend the adoption of a resolution to amend the Departmental Allocation List and amend the Table and Index of Classes and appropriate personnel policies as shown in Exhibit A.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi