



Agenda Date: 5/10/2005  
Agenda Placement: 60

## 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 the Departmental Allocation List - Juvenile Hall

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Juvenile Hall Division of the Probation Department deleting one (1) Cook II and one (.5) Cook II and adding one (1) Cook I and one (.5) Cook I, effective May 21, 2005.

### **EXECUTIVE SUMMARY**

Human Resources received a request to review a vacant position of Cook II in Juvenile Hall. After review, it has been determined that the Cook I classification more accurately reflects the duties and responsibilities of this position, as well as a currently underfilled half-time position, therefore, we are requesting approval of an amendment to the Departmental Allocation deleting a full-time Cook II and a half-time Cook II and adding a full-time Cook I and a half-time Cook I.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Juvenile Hall
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the recommended action will amend the departmental allocation list to more accurately reflect those duties and responsibilities currently being performed. The change in classification will result in a net decrease to the current budget.
Is the general fund affected?	No

Future fiscal impact: This is an ongoing change to permanent positions listed on the department allocation list.

Consequences if not approved: If this action is not approved, these positions will continue to be underfilled with the Cook I classification.

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**

During the final budget hearings for fiscal year 2004-2005 a Cook II position was added to Juvenile Hall. Historically Cook II positions have only been used in the Department of Corrections, therefore, the position requested should have been a Cook I. The position has remained vacant pending completion of the new Juvenile Justice Center. The department requested Human Resources commence a recruitment for the vacant position, however, based on the duties and responsibilities we are requesting approval to amend the Departmental Allocation to delete one (1) Cook II and add one Cook I.

The department is currently underfilling a (.5) Cook II position. The duties and responsibilities for this position are the same as the full-time position, therefore, we are also requesting the Board approve deleting one (.5) Cook II and adding one (.5) Cook I.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey