



Agenda Date: 5/15/2007  
Agenda Placement: 6J

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Karla Jensen, Human Resources Analyst II , (707) 253-4489  
**SUBJECT:** Amend Departmental Allocation List for the Human Resources Division of the County Executive Office

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution adding one (1) (C) Human Resources Services Specialist to the Departmental Allocation List for the Human Resources Division of the County Executive Office and deleting the subsequent vacancy, effective May 15, 2007.

### **EXECUTIVE SUMMARY**

The Human Resources Director has requested the addition of one Human Resources Services Specialist position to the Division's Allocation List and the deletion of the subsequent vacancy. This request is based on a realignment of duties that is necessary to meet the operational demands facing the Division.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Division is expected to realize important efficiencies within the processing and administration functions with the addition of a second Human Resources Services Specialist position. In addition, approval of the recommended action will allow for cross training of the staff associated with benefits and payroll administration and will provide greater flexibility in assigning critical benefits oriented functions within the Division.

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Is the general fund affected?	Yes
Future fiscal impact:	The annual future salary impact of this recommendation is estimated to be no more than \$2,621 and will be absorbed in future budgets.
Consequences if not approved:	Critical projects, timely responses to questions, and the management of the County's various human resources programs may be negatively impacted if the Division does not have a second Human Resources Services Specialist position dedicated to completing the various administrative and processing tasks associated with these programs.
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 Human Resources Director has identified a number of operational inefficiencies that need to be addressed in order for the Division to meet service level expectations. A key component to meeting service level expectations is the Director's ability to allocate the appropriate technical staffing resources to each function based on the number, scope, and complexity of assigned duties and projects. To this end, the Human Resources Director has recognized the need to have a second Human Resources Services Specialist position in the Division to complete a variety of complex administrative and processing tasks associated with the County's human resources programs. The duties that this second Human Resources Services Specialist position will perform include:

1. Input workers' compensation information into PeopleSoft;
2. Perform Divisional timekeeping activities;
3. Provide functional supervision to front office staff;
4. Perform office management duties;
5. Provide administrative support to the Human Resources Director;
6. Function as backup for payroll related processing activities.

The allocation of a second Human Resources Services Specialist will allow for cross training of the staff conducting workers' compensation and payroll administration activities and will provide greater flexibility in assigning critical administrative functions within the Division. This position is expected to be filled through a departmental promotional process. The subsequent vacant position will be deleted.

The Human Resources Director recommends amending the Departmental Allocation List as shown on Exhibit "A," effective May 15, 2007.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton