



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

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amendment to Departmental Allocation List - Napa City-County Library

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Napa City-County Library adding one (1) Senior Library Assistant and deleting one (1) Library Assistant I/II position, effective May 19, 2007.

EXECUTIVE SUMMARY

Human Resources received a request from the Napa City-County Library to review the duty assignments of a vacant position of Library Assistant I/II. After review of the duty assignments for this position it has been determined that the Senior Library Assistant classification more accurately reflects the duties assigned to this position.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Library department budget. This position is currently budgeted as a Library Assistant II. The additional cost to make this position a Senior Library Assistant will be approximately \$4,000 per year.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Establishing this leadworker position will improve the functioning of the Media Center by enabling oversight, leadership, coordination and a higher level of service for the Napa Main Library Media Center. This leadworker position will also assume responsibility for training new Library

Assistants.

Is the general fund affected?	No
Future fiscal impact:	The relatively small cost of upgrading this position will continue in future years and will be absorbed by the Library's budget.
Consequences if not approved:	The Napa Library Media Center would continue to be staffed by Library Assistants. The desired improvements in service level, coordination and leadership would not be achieved.
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 Napa Main Library Media Center, which includes the public Internet PCs, microfilm readers, and public copy machines, is currently staffed by five (5) part-time extra-help Library Assistant positions. The employee who supervises the Media Center is also the supervisor for the Reference Division and supervises eight (8) full-time professional and para-professional employees as well as a number of extra-help employees.

As all of the employees working in the Media Center are working in the same classification (Library Assistant I), there is a lack of coordination, leadership, and accountability. Reclassifying a vacant Library Assistant I/II position to a Senior Library Assistant will enable the Library to have a leadworker and trainer working in the Media Center.

The cost per fiscal year is approximately \$4,000, which the Library's budget can absorb. There is no impact on the County General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton