



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/16/2017

Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Stephanie Sifuentes, Human Resources Analyst II - 707-259-8720

SUBJECT: Adoption of a Resolution Amending the Table and Index of Classes, the Departmental Allocation List for Public Works and Appropriate Personnel Policies to Adjust Management Salaries and Consolidate Classifications

RECOMMENDATION

Director of Human Resources and Director of Public Works request adoption of a resolution, as follows, effective May 20, 2017 with no net increase in full-time equivalents:

1. Amend the Table and Index of Classes by:
 - a. Deleting Engineering Manager - Public Works (NCO);
 - b. Deleting Engineering Manager - Transportation (NCO);
 - c. Deleting Engineering Manager - Water Resources (NCO);
 - d. Deleting Deputy Director of Public Works - County Engineering (NCO)*;
 - e. Adding Engineering Manager (NCO); and
 - f. Adding Deputy Director of Public Works - County Engineering (NCO)*.
2. Amend the Departmental Allocation List for the Public Works Department by:
 - a. Deleting two 1.0 FTE Engineering Manager - Public Works;
 - b. Deleting one 1.0 FTE Engineering Manager - Water Resources; and
 - c. Adding three 1.0 FTE Engineering Manager.
3. Amend Napa County Policy Manual, Part I as outlined in Exhibit "A" of the resolution.

*Action necessary to implement management compensation plan

EXECUTIVE SUMMARY

Based upon an upcoming vacancy, Director of Human Resources and Director of Public Works recommend condensing three specialized Engineering Manager classifications into one general Engineering Manager

classification to allow more flexibility in their use and better succession planning for the future. In addition, Human Resources is recommending adjustment of the salaries for two management classifications in the Public Works Department. Human Resources received approval from the Board of Supervisors in May 2016 to adjust salaries for vacant management positions. All management positions will move into this new salary structure as vacancies occur to create a consistent and internally aligned management pay structure. Both of these recommendations have been outlined in the attached resolution.

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 County has adopted the best practice of aligning management salaries into bands when positions become vacant as part of an overall management classification and compensation study.
Is the general fund affected?	Yes
Future fiscal impact:	The total annualized cost increase for Fiscal Year 2016-2017 is \$428.80. The ongoing annual cost for the increase will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If these changes are not approved, the County would be inconsistent with the adopted best practice to place management positions into salary bands as vacancies occur.

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

When the Deputy Director of Public Works - County Engineering announced his retirement, Human Resources and Public Works looked at their internal staffing to determine if there were better staffing structures than what they had in place. It was determined that condensing their three specialized Engineering Manager classifications into one general Engineering Manager classification would allow more flexibility in staffing those positions and greater succession planning in the future.

Additionally, the vacancy of the Deputy Director of Public Works - County Engineering created some internal movement which then caused an Engineering Manager classification to become vacant as well.

In May 2016, the Board of Supervisors approved an action that places all management positions into 28

management salary bands as vacancies occur. Consistent with the County's current structure, the salary bands include 5 steps, and 5% between steps. All management positions will be brought to the Board of Supervisors as vacancies occur, to create an equitable, consistent and internally aligned management pay structure.

At this time, based upon that methodology, Human Resources is recommending adjustment of those two classifications in the Public Works Department as outlined in the attached resolution. Human Resources reviewed the study data to evaluate whether any other classifications needed to be adjusted to address compaction or other internal equity issues, and none were found.

Therefore, the Director of Human Resources recommends the adoption of a resolution to amend the Table and Index of Classes, Departmental Allocation List for the Public Works Department, and appropriate personnel policies, as shown in Exhibit "A," effective May 20, 2017.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan