



Agenda Date: 5/23/2006
Agenda Placement: 6S

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Karla Jensen for Mark Gregersen - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Amend the Departmental Allocation List for the Conservation, Development and Planning
Department

RECOMMENDATION

Human Resources Director requests the adoption of a resolution regarding the following in connection with the Conservation, Development and Planning Department, effective May 23, 2006:

1. Amend the Departmental Allocation List to delete:
 - a. One (1) Office Assistant II;
 - b. Four (4) Planner I/II;
 - c. Eight (8) Planner III; and
 - d. One (1) Staff Services Manager;
2. Amend the Departmental Allocation List to add:
 - a. Twelve (12) flexibly staffed Planner I/II/III;
 - b. One (1) Planning Technician; and
 - c. One (1) Principal Planner (Code Enforcement).

EXECUTIVE SUMMARY

The Board of Supervisors has directed the Director of Conservation, Development and Planning to create a more customer-focused and response service delivery model. A key component to successful implementation of this new service delivery method resides in the Director's flexibility to allocate the appropriate staffing resources to each unit based on the number and scope of assigned projects. The recommended restructuring is supported by Human Resources and the County Executive Office and will provide the necessary staffing flexibility. Specifically, the plan includes adding a Principal Planner to the Code Enforcement Unit to function as the County's enforcement subject matter expert and will provide day to day direction to the Unit's staff. This recommendation also adds the advanced journey level Planner III class to the already flexibility staffed Planner I/II job series so that the Director will better be able to align employee knowledge and skills to departmental projects. If adopted, these changes will provide the flexibility the department requires in order to meet the Board of Supervisors' request and the community's planning and development needs.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Conservation, Development and Planning.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This restructuring will assist with the overall management of the department's goals and objectives and will provide emphasis in two very important areas: code enforcement and timely response to customer requests. The addition of the Planner III class to the flexibly staffed Planner I/II job series will allow the flexibility needed to move departmental talents and resources among its divisions to meet changing business needs.
Is the general fund affected?	Yes
Future fiscal impact:	The net effect of the recommended realignment will be cost neutral, with no increase to the department's budgeted salaries and expenses.
Consequences if not approved:	The department's goal to be more proactive in meeting customer's service expectations may not be realized.
Additional Information:	None.

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 Board of Supervisors has directed the Director of Conservation, Development and Planning to create a more customer-focused and response service delivery model. A key component to successful implementation of the new service delivery method resides in the Director's flexibility to allocate the appropriate staffing resources to each unit based on the number and scope of assigned projects. Specifically, the plan includes adding a Principal Planner to the Code Enforcement Unit to function as the County's enforcement subject matter expert and will provide day to day direction to the Unit's staff. This recommendation also adds the advanced journey level Planner III class to the already flexibility staffed Planner I/II job series so that the Director will better be able to align employee knowledge and skills to departmental projects. If adopted, these changes will provide the flexibility the department requires in order to meet the Board of Supervisors' request and the community's planning and development needs.

Therefore, Human Resources Director requests the adoption of the accompanying Resolution regarding changes to the Departmental Allocation List for the Conservation, Development and Planning Department as listed

in Exhibit "A", effective May 23, 2006.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton