



Agenda Date: 5/3/2005
Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Barbara Scriven for Dennis Morris - Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amend the Departmental Allocation List

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List in the Recorder/County Clerk division of the Assessor-Recorder-County Clerk Department to add one (1) Limited Term Assessment Records Assistant I, effective May 3, 2005, through June 30, 2006.

EXECUTIVE SUMMARY

Recorder/County Clerk division of the Assessor-Recorder-County Clerk Department is requesting the addition of a limited term Assessment Records Assistant I through June 30, 2006 to respond to the requirements of the County Clerk during the extended medical absence of a 1.0 FTE employee.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Costs of this position will either be covered by salary savings of the employee on extended medical leave or from funds from the Recorder's Modernization Trust.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	If the employee on extended medical leave is not backfilled, the County Clerk will not be able to meet current workload demands, thereby creating backlogs and a need for overtime.
Is the general fund affected?	No

Future fiscal impact: This is a limited term position and will either expire in June 2006 or move to permanent status if the employee on extended medical leave is not able to return to work.

Consequences if not approved: County Clerk workload will not be completed timely resulting in backlogs, unhappy customers and possible need for substantial overtime expenditures. All functions of the County Clerk are required by law.

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

This limited term position is requested to perform the functions of an employee in the Recorder County Clerk division of the Assessor-Recorder-County Clerk department who is on extended, non-work related, medical leave. The position is requested through June 30, 2006 so as to allow continuity in the functions of the division.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey