



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 5/3/2011  
Agenda Placement: 7F

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Mason, Suzanne R. - Director  
Human Resources

**REPORT BY:** Karla Jensen, Human Resources Analyst II - (707) 253-4489

**SUBJECT:** Adoption of a Resolution to amend the Departmental Allocation List for the Auditor-Controller Department

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### **RECOMMENDATION**

Director of Human Resources and the Auditor-Controller request adoption of a resolution amending the Departmental Allocation List for the Auditor-Controller Department as follows, effective April 30, 2011, with no net increase to County Cost and a net increase of 0.22 in the number of full-time equivalent positions (FTE):

1. Deleting one (0.78 FTE ) Account Clerk II; and
2. Adding one (1.0 FTE) Account Clerk II.

### **EXECUTIVE SUMMARY**

Director of Human Resources and the Auditor-Controller recommend the deletion of one (0.78 FTE) Account Clerk II position and the addition of one (1.0 FTE) Account Clerk II position. The increase in the allocation for this position is requested to provide the level of quality service required to meet additional State reporting requirements, ensure compliance with IRS regulations, process interactions with State payment systems, and other essential tasks within the office. Currently, these tasks are being completed by staff working overtime. The Auditor-Controller has determined this need will be permanent, and is therefore requesting the increased allocation. The additional cost will be offset by savings from reduced overtime, therefore, if approved this change will result in no increase in Net County Cost.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      Yes

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Is it currently budgeted?	Yes
Where is it budgeted?	Auditor - Controller
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This position is discretionary in that there is no mandate to provide these services. However, the increased allocation for the Account Clerk II position will ensure other staff is available for continued timely payment of County claims, employee reimbursements, and expenditures through the Health and Human Services State Welfare Payments Program (C-IV).
Is the general fund affected?	Yes
Future fiscal impact:	This is a permanent position and future allocations will be budgeted accordingly. The estimated increase for the remainder of the current fiscal year is \$ 2,212 and the annual cost increase for future fiscal years for salary and benefits is approximately \$11,500. The annual increases will be offset by a decrease in overtime currently needed for the Account Clerk II to complete assigned tasks, and therefore, there will be no increase to Net County Cost.
Consequences if not approved:	The workload is not anticipated to decrease, therefore the employee would continue to work overtime in order to accomplish what needs to be done. If no overtime was authorized, the other two accounts payable staff would have to fill in, leading to late payments with the possibility of incurring interest charges; possible detrimental impact on the County's credit rating; delay in the processing and review of employee reimbursement requests and, possible compromise of overall accounting controls.
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**

Director of Human Resources and the Auditor-Controller recommend the deletion of one (0.78 FTE) Account Clerk II and the addition of one (1.0 FTE) Account Clerk II. This change will decrease the amount of overtime worked by staff which is required to meet additional State reporting requirements, ensure compliance with IRS regulations, process interactions with State payment systems, and other essential tasks within the office. Therefore, the Director of Human Resources and the Auditor-Controller recommend the adoption of a resolution to amend the Departmental Allocation List as shown on Exhibit "A", effective April 30, 2011.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi