



Agenda Date: 5/9/2006
Agenda Placement: 6S

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Pamela Hansen for Mark Gregersen - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amend the Table and Index - Community Partnership Manager

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Table and Index to increase the salary of the Community Partnership Manager in the Community Partnership Division of the County Executive Office, effective retroactive to January 1, 2005.

EXECUTIVE SUMMARY

In November of 2004, the Board set the salary for the Community Partnership Manager at the same level as the Deputy Planning Director. It was intended that the salary for the two positions be tied to each other until some future Board action changed that relationship. The original resolution did not include the reference specifically tying the salary of the Community Partnership Manager to the salary of the Deputy Planning Director. Effective January 1, 2005, the salary for the Deputy Planning Director was increased due to compaction issues, but the Community Partnership Manager's salary was not increased by a similar amount. This action maintains the intended relationship between the two positions that was established in November of 2004 and makes that change retroactive to January 1, 2005.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The salary for the Community Partnership Manager is included in the Community Partnership budget unit (Budget Unit 10400). Funding comes from the General Fund as well as the Housing Trust Fund. To the extent that these additional costs cannot be covered within the Budget Units current appropriations, a budget adjustment (including a transfer from the General

	Fund Contingency) may be required. The cost that will be incurred in fiscal year 05/06 will be approximately \$4500.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Community Partnership Manager's salary was set at the same level as the Deputy Planning Director due to the level and mix of duties and responsibilities of the two positions. This action maintains the intended relationship between the two positions that was established in November of 2004 and makes that change retroactive to January 1, 2005.
Is the general fund affected?	Yes
Future fiscal impact:	The impact for fiscal year 06/07 based on an increase of 3.4% would amount to an additional \$3300.
Consequences if not approved:	The Community Partnership Manager's salary will continue to be lower than the Deputy Planning Director's salary, despite a policy decision having been made to make the salaries the same.
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

In July of 2004, the Board authorized the creation of a Community Partnership Division in the County Executive Office. As approved by the Board, the mission of the Division is to work with the County Executive Officer and Planning Department to develop the County's General Plan, integrated housing policies, community and economic development and the implementation of housing-related agreements with the Cities of Napa and American Canyon. In November of 2004, the Board approved an amendment to the Table and Index and Departmental Allocation List to implement changes in position salaries, titles, and duties appropriate to the responsibilities of this new Division. At that time, the salary for the Community Partnership Manager was set at the same level as the Deputy Planning Director, reflecting the level and mix of duties and responsibilities for those positions. It was intended that the salary for the two positions be tied to each other until some future Board action changed that relationship. This intention was not captured in the original resolution setting the salary for the Community Partnership Manager.

Effective January 1, 2005, the Board approved a 3.4% salary increase for the Deputy Planning Director as the result of identified compaction issues with the Planner series, however the salary for the Community Partnership Manager was not increased by a similar amount. This action maintains the intended relationship between the two positions that was established in November of 2004 and makes that change retroactive to January 1, 2005.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton