



Agenda Date: 6/13/2006  
Agenda Placement: 6M

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Pamela Hansen for Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Pamela Hansen, Human Resources Analyst III, 253-4305  
**SUBJECT:** Amendment to the Departmental Allocation List for Public Works-Engineering

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Public Works-Engineering with regards to adding one (1) Public Works Accounting Assistant Limited Term position through August 12, 2006, effective June 13, 2006.

### **EXECUTIVE SUMMARY**

The Public Works-Engineering Department has experienced significant staffing shortages this year due to the retirement of a number of long term employees, taking with them years of knowledge and experience. Although recruitment for anticipated vacancies can begin as soon as a department has received and acknowledged the employee's official notification, significant time can elapse between the employee's absence from the job site and their official separation from employment.

The Accounting Section of Public Works will be beginning its intensive year-end closing process and will experience such a scenario with the pending retirement of a long term employee. The employee's last day of active work will be July 7, however, she will remain in the position using accrued vacation until her official retirement which is effective August 12. To mitigate the effects of this retirement, the addition of a limited term position is necessary to immediately backfill this position.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Roads - 95% (non general fund) and Public Works-Engineering 5% (general fund)

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Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The position is needed for year-end closing.
Is the general fund affected?	Yes
Future fiscal impact:	No future impact. The limited term position will be deleted as soon as the incumbent retires effective August 12.
Consequences if not approved:	Year-end closing will be significantly impacted and the quality of the work may be compromised which could cause an audit exception. This could have a negative effect on future Road funding from the State.
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**

Public Works has received and accepted the retirement notice from a long term employee who is retiring effective August 12, 2006. Although recruitment for anticipated vacancies can begin as soon as a department has received such notice, valuable training time can be lost with a new hire since a vacancy cannot be filled until it is truly vacant. The Accounting Section of Public Works finds itself in this exact position. Staff will be in the beginning stages of the intensive year-end closing process when the retiring employee is scheduled to be on vacation but not yet fully separated from County service until August 11. To mitigate the effects of this void at this most critical period, the department is requesting the addition of a limited term position. It is anticipated that upon approval of today's request, recruitment may begin immediately which should allow the department to make an offer of employment significantly in advance of the August 12, 2006 retirement date. Existing staff will then be able to temporarily offload their day-to-day accounting tasks to the new employee, with training provided by the supervisor, leaving the seasoned staff free to concentrate on the more complex and intricate year-end closing processes.

Effective August 12, 2006, the position will be deleted. There will then be a net zero gain to the Public Works Departmental Allocation.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton