



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/16/2015

Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Alice Hughey - Acting Director
Human Resources

REPORT BY: KEVIN LEMIEUX, HUMAN RESOURCES ANALYST II - 253-4000

SUBJECT: Resolution Amending Appropriate Personnel Policies and the Table and Index of Classes Regarding Staff Assistant-BOS Classification

RECOMMENDATION

Acting Director of Human Resources and Director of Housing and Intergovernmental Affairs request adoption of a resolution amending appropriate Personnel Policies and the Table and Index of Classes designating the Staff Assistant-Board of Supervisors position as "at will" and reflecting a change to the salary range, as outlined in Exhibits "A" and "B," effective June 20, 2015.

EXECUTIVE SUMMARY

The Acting Director of Human Resources and Director of Housing and Intergovernmental Affairs recommend adoption of a resolution changing the vacant Staff Assistant-Board of Supervisors position to "at will" and adjusting the salary for the classification. Human Resources conducted a survey of Napa County's comparable agencies and found that the Staff Assistant-Board of Supervisor classification was below the market median. A 9.1% increase is recommended to enable the County to be competitive in its recruitment efforts, effective June 20, 2015.

FISCAL IMPACT

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|-----------------------------------|--------------------|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | No |
| What is the revenue source? | 100% General Fund. |
| Is it Mandatory or Discretionary? | Discretionary |

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|-------------------------------|--|
| Discretionary Justification: | This is a high-profile position that supports two Supervisors and plays a significant role in the County Executive Office. This position fosters community relations, works on long-term projects, and has many other critical responsibilities. This request will aid in the effort to conduct a competitive recruitment. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | The ongoing cost increase is \$13,853 for both positions and will be budgeted accordingly for future fiscal years. |
| Consequences if not approved: | If this action is not approved, the Board of Supervisors may not be able to obtain adequate support for special events, long-term projects, and vital research, which would limit Supervisors' ability to provide services to their constituents. There is a need to immediately attract and hire a high-quality candidate to fill this vacancy. |
| 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

The Acting Director of Human Resources and Director of Housing and Intergovernmental Affairs recommend revising the Management Compensation Plan - Confidential section to identify the Staff Assistant-Board of Supervisors position as an "at will" classification. The Staff Assistant-Board of Supervisors provides support to members of the Board of Supervisors and performs a wide variety of liaison, coordination, constituency and administrative support work on confidential and sensitive issues. Incumbents in this classification are expected to collaborate effectively with elected officials and the community they serve. The level and scope of duties for this position justify the need for the Staff Assistant-Board of Supervisors to become "at will." Therefore, the current vacancy and incumbents filling vacancies within this classification after June 20, 2015 will be considered "at will." The incumbent in the other position will not be affected by this change; that position would change to "at will" if/when it becomes vacant.

In preparation for the recruitment, Human Resources studied the salaries of comparable positions in similar agencies, which showed that the salary for the Staff Assistant-Board of Supervisors classification was well below the market median. To be successful in attracting and retaining a high quality Staff Assistant-Board of Supervisors to perform the essential functions of this position, the Acting Director of Human Resources and Director of Housing and Intergovernmental Affairs recommend increasing the salary range for the Staff Assistant-Board of Supervisors position by 9.1%.

Therefore, the Acting Director of Human Resources and Director of Housing and Intergovernmental Affairs request adoption of a resolution amending appropriate Personnel Policies and the Table and Index of Classes as outlined in Exhibits "A" and "B," effective June 20, 2015.

SUPPORTING DOCUMENTS

- A . Resolution
- B . Exhibit B
- C . Exhibit B (with tracked changes)

CEO Recommendation: Approve

Reviewed By: Molly Rattigan