



Agenda Date: 6/27/2006  
Agenda Placement: 6FF

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution regarding the following in connection with the Airport Division of Public Works-Engineering, effective July 1, 2006:

1. Amend the Departmental Allocation List to delete one (1) (S) Airport Operations Supervisor and add one (1) Senior Airport Operations Worker;
2. Amend the Table and Index to delete Airport Operations Supervisor and Senior Airport Attendant and add Senior Airport Operations Worker; and
3. Amend appropriate policies to delete Airport Operations Supervisor.

### **EXECUTIVE SUMMARY**

Human Resources has completed a classification study on a Airport Operations Supervisor position in the Airport Division of Public Works-Engineering and is recommending this position be reclassified to a Senior Airport Operations Worker to more accurately reflect the duties currently being performed by the incumbent.

### **FISCAL IMPACT**

|                                   |  |
|-----------------------------------|--|
| Is there a Fiscal Impact?         | Yes  |
| Is it currently budgeted?         | Yes  |
| Where is it budgeted?             | The position is currently budgeted as an Airport Operations Supervisor. The current incumbent will have his salary Y-rated pursuant to Section 25.1(c) of the current PSE MOU. |
| Is it Mandatory or Discretionary? | Discretionary  |

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|-------------------------------|--|
| Discretionary Justification:  | The position was studied and it has been determined that the position no longer has supervisory responsibility and the new classification of Senior Airport Operations Worker properly reflects the current duty assignments.  |
| Is the general fund affected? | No   |
| Future fiscal impact:         | The future fiscal impact will represent a salary savings. The incumbent will be Y-rated and will not be eligible for cost-of living increases until such time as the salary range for the Senior Airport Operations Worker equals or exceeds the salary established as a result of the Y-rate. |
| Consequences if not approved: | The department would have a supervisory position allocated which does not have supervisory responsibility.   |
| 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**

Human Resources received a request from the Airport Division of Public Works-Engineering to review the position of Airport Operations Supervisor. In 2004, the Airport Advisory Commission (AAC) made certain recommendations to the Board of Supervisors concerning the Napa County Airport. One of the recommendations made by the Airport Advisory Commission was to create a new position of Assistant Airport Manager due to the fact that the number of tasks associated with the Airport have increased dramatically in scope as well as number. The County Executive Office agreed with this recommendation but recognized that this would require further fiscal and organizational review. This review has taken place and as a result of the findings, a newly created position of Assistant Airport Manager was approved by the Board of Supervisors on May 9, 2006.

The primary functions of the newly created Assistant Airport Manager position include direct supervision over operations and maintenance staff as well as planning, organizing, and directing the day-to-day work activities at the Airport. These functions were previously allocated to the Airport Operations Supervisor. As a result of the reallocation of these primary duties to the Assistant Airport Manager we are recommending that the current position of Airport Operations Supervisor be reclassified to a Senior Airport Operations Worker.

Human Resources reviewed the remaining duties that are currently performed by the incumbent to determine proper classification. Based on the duties that will remain with this position we are recommending that the position be reclassified to a Senior Airport Operations Worker which will be the advanced journey class in the Airport Operations Worker series. This class will be distinguished from the lower class of Airport Operations Worker by the performance of the more difficult assignments on a regular and continuing basis. The incumbent in this position will be assigned to act in a lead capacity to other staff and assist in the coordination of the day-to-day activities involved in maintaining a safe and secure airport.

Pursuant to the Classification Policy adopted by the Board in July 2000, the Board must approve position allocations. Any salary adjustments will be effective the first pay period after Board approval.

It is recommended that the Board approve the reclassification request and the amendment to the Departmental

Allocation List and Table and Index effective July 1, 2006.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton