



Agenda Date: 6/7/2005  
Agenda Placement: 6X

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Karla Jensen for Dennis Morris - Director  
Human Resources  
**REPORT BY:** Karla Jensen, HUMAN RESOURCES ANALYST II , 253-4489  
**SUBJECT:** Amendment to Departmental Allocation List

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Human Resources with regards to deleting one part-time (.8) Human Resources Analyst III position and adding one full-time (1.0) Human Resources Analyst III position, effective June 7, 2005.

### **EXECUTIVE SUMMARY**

Human Resources (HR) currently has a vacant part-time (.8) Human Resources Analyst III position. HR is requesting that this position be increased to a full-time position. HR is planning to underfill the position with a Human Resources Assistant and, therefore, will be able to absorb the additional costs associated with the increase in allocation due to underfilling the position.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Human Resources
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This position is needed to assist the HR Analysts as well as the Assistant HR Director with on-going recruitment, classification, and labor relations issues. HR's fiscal year 2005-2006 budget reflects funding for a part-time (.8) Human Resources Analyst III. HR plans to underfill this position with a Human Resources Assistant, which is a lower paid position, thus allowing HR to absorb the additional salary and benefits expense associated with the

increase in allocation.

Is the general fund affected? Yes

Future fiscal impact: Funding for this position is included in HR's Fiscal Year 2005-2006 budget.

Consequences if not approved: HR has experienced several vacancies over the past year and, as a result, the current staff has been absorbing the additional workload. It is necessary to alleviate this additional workload on existing staff so that they are not having to put in so many additional hours beyond their normal work schedule. If this position is not filled, the workload of existing staff will have to be reevaluated and HR's level of service and time lines will need to be modified. Based on past recruitment experience, it is unlikely HR will be able to fill this position if it is not funded as a full time (1.0) equivalent.

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**

HR is requesting that its part-time (.8) Human Resources Analyst III position be deleted and that a fulltime (1.0) Human Resources Analyst III position be added to the Departmental Allocation List. It is HR's intention to then underfill the Human Resources Analyst III position with a Human Resources Assistant.

HR has identified the need to shift many of the administrative, record keeping and data management tasks currently completed by the Assistant HR Director and the HR Analysts to a para-professional position. Shifting these tasks to the Human Resources Assistant will allow the managerial and professional staff to concentrate their time and efforts on the highly complex activities requested by their assigned departments.

The HR Director is confident that in time the employee in the Human Resources Assistant position will acquire the knowledge and skills needed to advance to the professional HR Analyst III position. Underfilling the Human Resources III position will provide a career path for the employee who is selected to fill the Human Resources Assistant position.

HR is therefore requesting that the Board adopt the resolution deleting the part-time (.8) Human Resources Analyst III and adding a fulltime (1.0) Human Resources Analyst III position effective June 7, 2005.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey