



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 7/10/2012

Agenda Placement: 7Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Suzanne R. Mason - Director
Human Resources

REPORT BY: Suzanne R. Mason, Director of Human Resources - 259-8341

SUBJECT: Safety Management Compensation Compaction Adjustments

RECOMMENDATION

Director of Human Resources requests adoption of a resolution effective July 21, 2012, amending the Table and Index of Classes for the classifications of Lieutenant and Captain in the Sheriff's Department and the Chief District Attorney Investigator in the District Attorney's Office and amend the Management Compensation Plan, County Policy Part 1, 37C-2, to provide POST educational incentive pay for eligible Captains and the Chief District Attorney Investigator to address issues of compensation compaction.

EXECUTIVE SUMMARY

During negotiations with the Deputy Sheriff's Association (DSA) in 2011 concerns were raised regarding compensation compaction between safety non-management and management classifications' negative impact on career advancement. Due to historical negotiated adjustments to salary, premium pays and benefit contributions, DSA members sited the disincentive to advancing within the County to safety management positions. As a result of these concerns Human Resources conducted a compensation review of the safety classifications within the Sheriff's Department and the District Attorney's Department and identified three classifications that require salary adjustment in order to provide an appropriate salary differential and effective career ladder within the classification structure. As a result staff recommends that the Table and Index for Lieutenant and Captain classifications within the Sheriff's Department and the Chief District Attorney Investigator classification in the District Attorney's Department be increased by five percent (5%) and to amend the Management Compensation Plans to provide eligible Captains and the Chief District Attorney Investigator POST educational incentive pay.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

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| Is it currently budgeted? | No |
| What is the revenue source? | The increase cost for remainder of Fiscal Year 2012-2013 is estimated at approximately \$74,700 (\$63,800 in the Sheriff's Department and \$10,900 in the District Attorney's Department). The increased cost associated with the proposed adjustments will be absorbed within the adopted FY 2012-2013 Budget. |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | The proposed salary adjustments are needed so that the County can maintain an appropriate compensation differential between the classifications within the safety classification structure which will provide effective incentives for experienced safety employees to advance to management positions within the County. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | The future fiscal impact of the proposed changes is approximately \$81,100 annually and will be included in future budgets. |
| Consequences if not approved: | If this action is not approved, the classification structure for the safety classification series will not provide a viable career progression for internal candidates and the County will have a very difficult time attracting highly qualified candidates from the internal pool of qualified candidates. |
| 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

During negotiations with the Deputy Sheriff's Association (DSA) in 2011 concerns were raised regarding compensation compaction between safety non-management and management classifications' negative impact on career advancement. Due to historical negotiated adjustments to salary, premium pays and increasing benefit contributions, DSA members sited the disincentive to advancing within the County to management positions. As a result of these concerns Human Resources conducted a compensation review of the safety classifications within the Sheriff's Department and the District Attorney's Department. The review evaluated the internal compensation relationships between classifications to determine if there was an adequate differential to provide for an effective career ladder and appropriately compensate different levels of responsibility within the classification structure. In addition, the review evaluated the external market to determine the salary relationships between classifications in our comparable market and to validate that recommendations did not move the salary structure above the median in the market.

The analysis indicated that compensation relationships between certain classifications were problematic and there was not an adequate differential between feeder classifications in some cases to provide an effective career ladder. Examination of the external market also revealed that the County's differentials were below those provided in our comparable counties and that the Lieutenant, Captain and Chief District Attorney Investigator positions were

significantly below the external market median. As a result Human Resources is recommending a five percent (5%) salary adjustment for the Lieutenant and Captain classifications within the Sheriff's Department and for the Chief District Attorney Investigator in the District Attorney's Department. In addition, it is also recommended that the Captain and Chief District Attorney Investigator classifications be eligible to receive the POST education incentive pay which is a prevalent practice in comparable agencies (the Lieutenant classification and non-management classifications already receive this benefit).

Human Resources is recommending approval of the attached resolution to provide a five percent (5%) salary adjustment for the Lieutenant, Captain and the Chief District Attorney Investigator classifications and amend the Management Compensation Plans, County Policy Manual Part 1, 37C-1 to provide eligible Captains and the Chief District Attorney Investigator POST education incentive pay.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi