



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 7/10/2018

Agenda Placement: 6R

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors

**FROM:** Karen Taylor - Acting Director  
Human Resources

**REPORT BY:** Kevin Lemieux, Senior Human Resources Analyst - 253-4000

**SUBJECT:** Adoption of a Resolution Amending the Departmental Allocation List for the Probation Department

---

### **RECOMMENDATION**

Acting Director of Human Resources and Chief Probation Officer request adoption of a resolution amending the Departmental Allocation List for the Probation Department by adding one 1.0 FTE Assistant Chief Probation Officer (limited term), effective July 14, 2018 through June 30, 2019, with a net increase of one limited term full-time equivalent and a slight increase to the County General Fund to provide supervision of Probation Department activities in the absence of the Chief Probation Officer.

### **EXECUTIVE SUMMARY**

The Chief Probation Officer is temporarily filling the role of Interim Health and Human Services Agency Director. If approved, this request adds a limited term Assistant Chief Probation Officer to ensure the continuity of Probation Department activities. The position will be deleted when the Interim Director role is no longer needed.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	It is expected that funding for the position will be provided through salary savings however.
Is it Mandatory or Discretionary?	Discretionary

---

Discretionary Justification:	By approving this action, the Probation Department will have the necessary continuity of leadership to maintain service levels in the absence of the Chief Probation Officer.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2018-2019 for the requested limited term Assistant Chief Probation Officer is estimated at approximately \$26,000.
Consequences if not approved:	The individual selected to supervise staff and direct the activities of the Probation Department is currently a Probation Services Program Manager. Adding a limited term Assistant Chief Probation Officer will ensure that they are compensated above the level of their direct reports for the duration of the Chief Probation Officer's interim assignment as Interim HHSA Director.
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 current Health and Human Services Agency (HHSA) Director is retiring from the County, effective July 14, 2018. On June 5, 2018 the Board of Supervisors appointed Chief Probation Officer Mary Butler as Interim HHSA Director effective June 15, 2018 for the duration of the executive recruitment period. Mary is retaining her position as Chief Probation Officer, however, this creates a supervision gap and highlights the need for someone in a role that can provide direction to Probation Department activities in her absence.

If approved, this request adds a limited term Assistant Chief Probation Officer, which will be filled by current Probation Services Program Manager Julie Baptista. The classification of Assistant Chief Probation Officer was selected because the level of compensation is higher than the staff Ms. Baptista will supervise for the duration of the term, and commensurate with the existing permanent Assistant Chief Probation Officer, who performs similar duties. At the termination of the term on June 30, 2019 or whenever the Interim Director assignment is no longer needed, Ms. Baptista will return to her previous classification of Probation Services Program Manager.

Therefore, the Director of Human Resources and the Chief Probation Officer recommend the adoption of a resolution amending the Departmental Allocation List for the Probation Department as shown in Exhibit "A," effective July 14, 2018, with a net increase of one limited term full-time equivalent and a slight impact to the County General Fund.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi