



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 7/10/2018

Agenda Placement: 6V

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Mary Booher for Karen Taylor - Acting Director
Human Resources

REPORT BY: Karen Taylor, Acting Director of Human Resources - 253-4490

SUBJECT: Request for authority for County Executive Officer to implement the Management Compensation Plan

RECOMMENDATION

County Executive Officer and Acting Director of Human Resources request authority for the County Executive Officer to implement the remainder of the management compensation study effective July 28, 2018, and to conduct a study and implement any adjustment to Confidential (non represented) employees.

EXECUTIVE SUMMARY

Napa County is committed to an equitable compensation plan for all employees, to ensure quality employees to provide our critical services to the public, both directly and indirectly. Consistent with that commitment, the County's agreements with some bargaining units establish provisions for equity studies, and establish a threshold of no more than 4% below the median salary of the comparable agencies. In order to ensure appropriate differential between management and represented staff, the County conducted an equity study for management. This study was conducted in 2015, and has been partially implemented, when vacancies occurred. Staff recommends implementation for the remaining positions, as part of the Board's commitment to equity.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund and non General Fund sources.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	The County has adopted the best practice using classification and compensation studies to ensure an equitable compensation plan, and this action implements the management portion of this plan.
Is the general fund affected?	Yes
Future fiscal impact:	The total annualized cost increase for Fiscal Year 2018-2019 is approximately \$300,000. The ongoing annual cost for the increase will be budgeted accordingly in future fiscal years. Some of the costs will be absorbed within existing appropriations, and any necessary adjustments will be included with the 6-month estimate report to the Board.
Consequences if not approved:	If these changes are not approved the County would be inconsistent with the adopted best practice to use classification and compensation studies to ensure an equitable compensation plan.
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

Historically, the Napa County Board has committed to equitable compensation for all employees. Prior to the great recession, processes were in place to conduct compensation studies on a periodic basis for all job classes, and implement the results in a consistent manner, regardless of bargaining unit or job classification. This process ensured internal alignments of classifications, as well as maintained appropriate management and supervisory differentials in order to prevent salary compaction and encourage promotion of quality employees. It also ensures that Napa County is viewed as an employer of choice when we recruit to fill vacancies.

Since the recession, the Board has conducted compensation studies for positions within the bargaining units, and in 2015 updated the compensation study for management. Over the past 2 years, Human Resources has been bringing adjustments to the Board as vacancies occurred. Today's requested action would grant the County Executive Officer the authority to complete the implementation, and adjust all other management salaries effective July 28, 2018. The action will ensure continued equity for all levels of staff, and continue the Board's commitment to a reasonable compensation plan. It also directs staff to conduct and implement a compensation study for confidential staff, who are not part of any bargaining unit.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi