



Agenda Date: 7/11/2006
Agenda Placement: 6P

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Pamela Hansen for Mark Gregersen - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amend the Departmental Allocation List for Human Resources

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Human Resources Division of the County Executive Office with regards to deleting one (1) (MC) Principal Human Resources Analyst and adding one (1) (MC) Staff Services Manager effective July 11, 2006.

EXECUTIVE SUMMARY

During the final budget hearings the Board approved adding two (2) Principal Human Resources Analyst positions. After reviewing the duties assigned to these two positions, it has been determined that one is appropriately classified as a Principal Human Resources Analyst, however, the classification of Staff Services Manager more appropriately reflects the duties that will be assigned to the second new 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:	After reviewing the duties assigned to the position, it has been determined that the classification of Staff Services Manager is more appropriate. The change in classification results in an annual cost savings of approximately \$2,142.
Is the general fund affected?	Yes
Future fiscal impact:	Continued annual costs savings.

Consequences if not approved: The duties of the position would not be properly classified.

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

During the final budget hearings the Board approved adding two (2) Principal Human Resources Analyst positions. After reviewing the duties assigned to these two positions it has been determined that one is appropriately classified as a Principal Human Resources Analyst, however, the duties assigned to the second position are more accurately reflected by the classification of Staff Services Manager. We are therefore requesting that the Board approve deleting one (1) Principal Human Resources Analyst and adding one (1) Staff Services Manager to the Human Resources Division of the County Executive Office, effective July 11, 2006.

Any employee who has access to confidential information relating to the County's administration of employer-employee relations is designated a "Confidential Employee" (C). Additionally, all management employees are designated with an "(M)" in the allocation list. Human Resources management employees fit both designations, therefore both the Principal Human Resources Analyst and the Staff Services Manager will carry the (MC) designation in the allocation list.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton