



Agenda Date: 7/12/2005  
Agenda Placement: 6Q

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Barbara Scriven for Dennis Morris - Director  
Human Resources  
**REPORT BY:** Karla Jensen, HUMAN RESOURCES ANALYST II , 253-4489  
**SUBJECT:** Amend Departmental Allocation List and Table and Index to create "at will" and flexibly staffed classification for CEO Management Analyst series

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution regarding the following in connection with the County Executive Office, effective, July 16, 2005:

1. Amend the Departmental Allocation List to:
  - a. Delete two (2) Principal Management Analyst positions;
  - b. Delete three (3) Management Analyst III positions;
  - c. Add five (5) flexibly staffed Management Analyst I/II/Senior/Principal positions, under the following conditions:
    - i. Positions within the flexibly staffed series filled prior to July 16, 2005, will remain Management Classified;
    - ii. Vacant positions within the flexibly staffed Management Analyst series that are filled on or after July 16, 2005, will be designated as at-will, Management Non-Classified (Other).
2. Amend the Table and Index to delete Management Analyst III and add Senior Management Analyst; and
3. Amend appropriate personnel policies to delete Management Analyst III and add Senior Management Analyst and add flexibly staffed permanent and at-will Management Analyst I/II/Senior/Principal Management Analyst.

### **EXECUTIVE SUMMARY**

The County Executive Office has requested that the Board of Supervisor approve flexibly staffing the Management Analyst series from the Management Analyst I through the Principal Management Analyst level, revising the Management Analyst III classification title to Senior Management Analyst, and designating individuals who did not have permanent status within the flexibly staffed Management Analyst series prior to July 16, 2005 and who are appointed to or promoted into the flexibly staffed Management Analysts series on or after July 16, 2005 as at-will, Management Non-Classified (Other) employees.

**FISCAL IMPACT**

Is there a Fiscal Impact?                      No

**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 County Executive Officer (CEO) has requested that the Board of Supervisors approve flexibly staffing the Management Analyst series from the Management Analyst I through the Principal Management Analyst level and gradually implement an at-will status for the Management Analyst series as vacant Management Analyst positions are filled on or after July 16, 2005. Converting these positions to flexibly staffed positions is expected to aid in the recruitment and retention of the best qualified employees and to provide the CEO greater flexibility in managing analyst responsibilities and assignments.

Designating newly appointed Management Analysts as at-will employees when vacant Management Analyst positions are filled is consistent with recent practice with regard to senior or highly sensitive management positions, and is part of an effort to provide greater management accountability. Thus, individuals who were not appointed to a position within the flexibly staffed Management Analyst series prior to July 16, 2005, will be designated as at-will, Management Non-Classified (Other) employees. However, employees already appointed to a position within the flexibly staffed Management Analyst series prior to July 16, 2005 will retain their Management Classified designation even upon promotion within their flexibly staffed position.

Currently, there is one vacant Principal Management Analyst in the County Executive Office. It is the intention of the CEO to fill this vacancy as a flexibly staffed, at-will position. The recommended action will also amend the departmental allocation list to make all the Management Analyst positions flexibly staffed, such that vacancies may be filled and promotions authorized within the Management Analyst series at the CEO's discretion. The recommended action also includes amending the Table and Index to delete the Management Analyst III classification and add Senior Management Analyst in order to more accurately reflect the responsibilities of the position.

Approval of the recommended action will not result in any change in salaries for the positions in the Management Analyst series. At-will Management Analyst employees will receive the fringe benefits available to Management Non-Classified (Other) pursuant to Part 1: Section 37C-3, Section 2 of the County of Napa Management Compensation Plan. However, with the exception of severance benefits (the sum of one or two biweekly pay periods, depending on years of service) the fringe benefits for the at-will Management Analysts are the same as those for the employees in the Management Analyst series (and all other Classified Management positions).

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey