



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

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Pamela Hansen for Dennis Morris - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amendment to Departmental Allocation List - Corrections

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List in the Department of Corrections to delete one (1) Maintenance Worker II and add one (1) Building Maintenance Worker, effective July 16, 2005.

EXECUTIVE SUMMARY

Human Resources has completed a classification study on a Maintenance Worker II position in the Department of Corrections and is recommending this position be reclassified to a Building Maintenance Worker to more accurately reflect the duties currently being performed by the incumbent.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The increased cost will be transferred from the Inmate Welfare Trust Fund. The annual cost for Fiscal Year 2005/2006 is estimated to be \$4,500.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The position was studied and it has been determined that a reclassification to Building Maintenance Worker is necessary to recognize the current duties assigned to this position.
Is the general fund affected?	Yes
Future fiscal impact:	Future costs associated with this reclassification will be absorbed by

department. The department currently has to call-back an employee that works on the day-shift to respond to emergencies in the jail facility and pay them overtime. A decrease in overtime is anticipated as a result of this reclassification as the incumbent works evenings and will respond to emergency requests in the jail facility as part of their normal duty assignment.

Consequences if not approved: If this action is not approved, the employee would not be reclassified and he would remain at his present classification which does not represent his job duties. In addition, the department would incur additional expenses for call-back compensation as the incumbent currently works the night shift and handles all emergency maintenance calls which is outside the scope of the Maintenance Worker II classification.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: General Rule. It can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable. [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)].

BACKGROUND AND DISCUSSION

Human Resources received a request for reclassification and completed an evaluation of a Maintenance Worker II position in the Department of Corrections. In this position the incumbent is currently assigned to perform a higher level of building maintenance duties as well as special projects. The incumbent is currently assigned the task of repairing and repainting the entire jail interior. In addition he is responsible for repairing and replacing pipes, valves, fittings, and other plumbing fixtures; cleaning out drains and obstructions in water and sewer systems; responding to emergency requests for maintenance calls and supervising and directing the work in inmate trustees. Based upon the review of this position, Human Resources is recommending that the position be reclassified to a Building Maintenance Worker to more accurately reflect the current duty assignment.

Pursuant to the Classification Policy adopted by the Board in July 2000, the Board must approve position allocations. Any salary adjustments will be effective the first pay period after Board approval. All additional costs shall be absorbed within the Department's budget.

It is recommended that the Board approve the reclassification request and the amendment to the Departmental Allocation List.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey