



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

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: Amend the Departmental Allocation List and the Table and Index - Environmental Management

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following actions in Environmental Management effective July 12, 2005:

1. Amend the Departmental Allocation List to add one (1) Senior Animal Attendant and one (1) Office Assistant II and delete one (1) Animal Attendant and one (1) Account Clerk II; and
2. Amend the Table and Index to add Senior Animal Attendant.

EXECUTIVE SUMMARY

The proposed reorganization, requested by Environmental Management, will allow the department to enhance the supervision and oversight of the Animal Shelter.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Environmental Management
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The financial impact for 2005-06, if any, is expected to be minimal. The currently vacant Account Clerk II classification has a salary range which is 11% higher than the requested Office Assistant II. The Senior Animal Attendant classification represents an increase over the Animal Attendant classification of 7.6%, therefore, the net affect will be minimal.

Is the general fund affected? Yes

Future fiscal impact: All future costs associated with these positions will be included in the department's budget.

Consequences if not approved: The Senior Animal Attendant position is needed to enhance the supervision and oversight of the operations of the Animal Shelter. If the position is not approved, all supervision and oversight will remain the responsibility of the Animal Shelter Supervisor which will affect the other responsibilities assigned to the Animal Shelter Supervisor.

If the Office Assistant II position is not approved, the County would be paying an employee the salary of an Account Clerk II when they are performing the duties of an Office Assistant II.

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

The proposed organizational change provides for the deletion of a vacant Animal Attendant and the addition of a Senior Animal Attendant position which will act as a supervisor in the absence of the Animal Attendant Supervisor and will function as a leadworker with respect to the operations of the Animal Shelter. This leadworker position will be responsible for the cleanliness, health and safety of the animals in the shelter.

Amending the allocation list to delete a vacant Account Clerk II and add an Office Assistant II will allow Human Resources to commence a recruitment based on an accurate description of the duties assigned to this position.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey