



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 7/21/2015

Agenda Placement: 6L

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Alice Hughey - Acting Director  
Human Resources

**REPORT BY:** KAREN RITTER, HUMAN RESOURCES ANALYST I - 253-4305

**SUBJECT:** Amend the Departmental Allocation List the of the Information Technology Services Division by Deleting a Staff Services Manager allocation and Adding a Supervising Staff Services Analyst.

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### **RECOMMENDATION**

Acting Director of Human Resources and Chief Information Officer request the adoption of a resolution amending the Departmental Allocation List as follows, effective July 21, 2015, with no net increase in full time equivalents and no net increase to the General Fund:

1. Delete one (1.0 FTE) Staff Services Manager; and
2. Add one (1.0 FTE) Supervising Staff Services Analyst.

### **EXECUTIVE SUMMARY**

The Information Technology Services (ITS) Division requested a review of its vacant Staff Services Manager position as a result of a division restructure. Because management of the Records Management function has been moved to an Information Systems Manager, ITS concluded the Staff Services Manager classification was no longer required given the remaining duties of this vacant position. Human Resources reviewed the revised duties of the position and recommends the Supervising Staff Services Analyst as the appropriate classification for this vacant position.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes

Is it currently budgeted?            Yes

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Where is it budgeted?	Information Technology Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended change will allow ITS to assign work appropriately and realize a salary savings.
Is the general fund affected?	Yes
Future fiscal impact:	The savings in salary and benefits for the recommended actions for Fiscal Year 2015-2016 are approximately \$31,938. The salary and benefits for future fiscal years will be budgeted accordingly. There is no net increase to the General Fund.
Consequences if not approved:	If these actions are not approved, the division would not have the appropriate classification level for the work being performed and would not be able to realize the salary savings from the position change.
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**

The Information Technology Services (ITS) Division requested a review of its vacant Staff Services Manager position as a result of a division restructure. The Records Management function previously was managed by a dedicated Records Manager. When that position became vacant the division deleted it and added a Staff Services Manager, who took on responsibility for Records Management. However, on April 11, 2015 the Staff Services Manager position became vacant, and the management responsibilities of the Records Management function were shifted to the Information Systems Manager. ITS concluded that the Staff Services Manager classification was no longer required given the remaining duties of this vacant position. Human Resources reviewed the revised the duties of this position and recommends the Supervising Staff Services Analyst as the appropriate classification for this vacant position. The vacancy and resulting review of the classification were not known in time for the presentation of the Fiscal Year 2015-2016 budget.

Therefore, the Acting Director of Human Resources and the Chief Information Officer recommend the adoption of a resolution to amend the Departmental Allocation List as shown in "Exhibit A," effective July 21, 2015.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan