



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 7/21/2020

Agenda Placement: 60

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Karen Taylor - Director  
Human Resources

**REPORT BY:** Kevin Lemieux, Senior Human Resources Analyst - 253-4000

**SUBJECT:** Adoption of a Resolution Amending the Table and Index of Classes and Appropriate Personnel Policies

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### **RECOMMENDATION**

Director of Human Resources request adoption of a resolution amending the Table and Index of Classes and appropriate personnel policies as follows, retroactive to June 29, 2019, with no net increase in full-time equivalents, and no impact to the County General Fund:

1. Amend the Table and Index of Classes by:
  - a. Deleting Workforce Development Manager (MC); and
  - b. Adding Workforce Development Manager (NCO).
2. Amend appropriate personnel policies as outlined in "Exhibit A" of the resolution.

### **EXECUTIVE SUMMARY**

The Director of Human Resources is requesting multiple actions for approval of a retroactive salary adjustment for the Workforce Development Manager classification which should have been implemented at the beginning of Fiscal Year 2019-2020, but did not occur due to an administrative oversight.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The sole revenue source for the requested action is the Workforce

	Alliance North Bay Grant Fund (100%).
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested action will adjust compensation for the Workforce Development Manager classification, consistent with the findings of an equity study completed by the Human Resources Division of the County Executive Office.
Is the general fund affected?	No
Future fiscal impact:	The increased cost of salaries and benefits for Fiscal Year 2019-2020 is estimated at \$7,095 (retroactive to June 29, 2019 due to administrative oversight), which will be paid by the WANB budget.
Consequences if not approved:	If this request is not approved, Napa County will not be consistent with policies and procedures related to classification and compensation studies.
County Strategic Plan pillar addressed:	Effective and Open Government Healthy, Safe, and Welcoming Place to Live, Work, and Visit
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**

In June of 2019, Human Resources completed a review of the Workforce Development Manager classification by reviewing job classifications and compensation of comparable agencies and determined the classification should receive a salary adjustment. The study also determined it would be appropriate to classify this single-position as "at-will" in the Napa County Policy Manual, Part I: Management Compensation Plan - Management Non Classified (Other).

Therefore, the Director of Human Resources requests adoption of a resolution amending the Table and Index of Classes and appropriate personnel policies, retroactive to June 29, 2019, with no net increase in full-time equivalents, and no impact to the County General Fund.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi