



Agenda Date: 7/31/2007  
Agenda Placement: 6G

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Karla Jensen, Human Resources Analyst II , (707) 253-4489  
**SUBJECT:** Amend Departmental Allocation List and the Table and Index of Classes for Conservation, Development and Planning

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### **RECOMMENDATION**

Human Resources Director requests the adoption of a resolution amending the following in connection with Conservation, Development and Planning, effective July 31, 2007:

1. Amend the Departmental Allocation List to delete one (1) (M) Assistant Director of Conservation, Development and Planning and add one (1) Administrative Secretary II;
2. Amend the Table and Index of Classes to delete Assistant Director of Conservation, Development and Planning; and
3. Amend appropriate policies to delete reference to Assistant Director of Conservation, Development and Planning.

### **EXECUTIVE SUMMARY**

The position of Assistant Director of Conservation, Development and Planning recently became vacant due to a resignation. Rather than recruit for an Assistant Director, the duties and responsibilities of the position were reassigned to the two Deputy Planning Directors and the Chief Building Official. Staff is recommending that the position of Assistant Director of Conservation, Development and Planning class be deleted.

Additionally, the Director of Conservation, Development and Planning identified the need to add an Administrative Secretary II position to her staff to increase the Department's administrative capabilities. Increasing the Department's administrative capabilities will positively impact the department's ability to provide the desired level of customer service to the citizens of Napa County. Among other duties, this new position will be responsible for clerking public meetings, a function formerly performed by others in the organization including professional planning staff and the Clerk of the Board.

Approval of these recommend changes will initially provide a cost savings of approximately \$68,748 for fiscal year 07/08. However, staff will be returning to the Board with recommendations based on a classification study

currently underway regarding the Deputy Planning Director and the Chief Building Official classes which may impact those cost savings.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Conservation, Development & Planning - funding is available due to the elimination of the vacant budgeted Assistant Director position
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	A majority of the duties of the vacant Assistant Director of Conservation, Development and Planning classification have been delegated to the two Deputy Planning Directors and the Chief Building Official. Therefore, there is no current business reason to retain the Assistant Director of Conservation, Development and Planning position.  The requested Administrative Secretary II position is needed to ensure the customer service expectations of Napa County citizens are met and to clerk public meetings.
Is the general fund affected?	Yes
Future fiscal impact:	If approved, the recommended changes will provide an initial cost savings of approximately \$68,748 for fiscal year 07/08. Possible adjustments to the salaries of the Deputy Planning Directors and Chief Building Official, if approved by the Board of Directors in a future Item, may reduce the actual salary savings.
Consequences if not approved:	The department's goal in achieving greater flexibility in response to changing work loads, timely delivery of products and services, and the execution of expected levels of customer service may not be realized.
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 Board of Supervisors has directed the Director of Conservation, Development and Planning to create a more customer-focused and responsive service delivery model. The key component to the continued successful implementation of the new service delivery method resides in the Director's ability to allocate the appropriate staffing resources to projects and operational workloads. To this end, the Board approved a departmental realignment on May 23, 2006. Since then, the Board of Supervisors approved amendments to the list of allocated

positions within the Conservation, Development and Planning Department on June 20, 2006, September 12, 2006, November 14, 2006 and January 9, 2007.

In accordance with the Board's mandate to offer more efficient and customer-oriented services to the citizens of Napa County, the Director of Conservation, Development and Planning recently delegated a portion of the duties of the vacant Assistant Director of Conservation, Development and Planning to the two Deputy Planning Directors and the Chief Building Official. This action has eliminated the business need to retain the Assistant Director class.

In light of these changes, a classification study is currently being conducted by Human Resources to determine what, if any, financial impact these additional duties might have on the salaries of the Deputy Planning Director and Chief Building Official classes. Any recommended adjustments to these salaries will be brought to Board in a future Item.

Additionally, the Director of Conservation, Development and Planning identified the need to add an Administrative Secretary II position to her staff to increase the Department's administrative capabilities. Increasing the administrative capabilities will positively impact the department's ability to provide the desired level of customer service to the citizens of Napa County. Among other duties, this new position will be responsible for clerking public meetings, a function formerly performed by others in the organization including professional planning staff and the Clerk of the Board.

Approval of these recommend changes will initially provide a cost savings of approximately \$68,748 for fiscal year 07/08. Some of these salary saving maybe reduced in the future depending upon the findings of the classification study on the Deputy Planning Director and the Chief Building Official classes currently being conducted by Human Resources.

Therefore, the Human Resources Director and the Director of Conservation, Development and Planning, recommend amending the Departmental Allocation List and the Table and Index of Classes for the Conservation, Development and Planning Department as shown on "Attachment A" of the proposed resolution, effective July 31, 2007.

## **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi