



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/14/2018

Agenda Placement: 6T

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karen Taylor - Acting Director
Human Resources

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

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Assessor and Recorder-County Clerk's Office

RECOMMENDATION

Acting Director of Human Resources and Assessor-Recorder-County Clerk request the adoption of a resolution amending the Departmental Allocation List for the offices of Assessor and Recorder-County Clerk, as follows, effective August 14, 2018, with no net increase in full-time equivalents and no increase to the General Fund:

1. Delete one 1.0 FTE Assessment-Records Assistant I/II or Senior Assessment-Records Assistant.*
2. Add one 1.0 FTE Appraiser Aide.

*Deletes subsequent vacancy resulting from an internal recruitment to backfill behind the Assessment-Records Supervisor position, following the incumbent's planned retirement.

EXECUTIVE SUMMARY

If approved, the proposed action allows the offices of Assessor and Recorder-County Clerk to conduct an internal recruitment to backfill behind a retiring Assessment-Records Supervisor. Once the position is filled, the subsequent vacancy will be deleted from the Departmental Allocation List and reallocated within the Assessor's Office as an Appraiser Aide to meet departmental workload demands.

FISCAL IMPACT

Is there a Fiscal Impact? No

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 Assessment-Records Supervisor within the Recorder-County Clerk's Office plans to retire on October 6, 2018. The incumbent in this position supervises staff from both the offices of Assessor and Recorder-County Clerk. Until fiscal year 2018-19, the salary has been allocated within the Recorder-County Clerk Office's budget, however, a majority of the assigned duties are related to administration of the Assessor's Office.

The proposed action allows for a competitive recruitment to be conducted by Human Resources to backfill the vacated Assessment-Records Supervisor position with the most qualified internal candidate. The newly-appointed Assessment-Records Supervisor will be solely dedicated to meeting the workload demands of the Recorder-County Clerk's Office. Following the appointment of a new Assessment-Records Supervisor, the vacated position will be deleted, added back as an Appraiser Aide and reallocated to the Assessor's Office. The added Appraiser Aide will perform many of the complex and essential administrative functions within the Assessor's Office previously performed by the Assessment-Records Supervisor. Appropriations are sufficient based on the Recommended 2018-19 budget to accommodate this change.

Therefore, the Acting Director of Human Resources and the Assessor-Recorder-County Clerk recommend the adoption of a resolution to amend the Departmental Allocation List for the Assessor's and Recorder-County Clerk's Office as shown on "Exhibit A," effective August 14, 2018, with no net increase in full-time equivalents and no increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi