



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/15/2017

Agenda Placement: 6T

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Vincent James, Human Resources Analyst II - 707-253-4305

SUBJECT: Adoption of a Resolution Amending the Table and Index of Classes, the Departmental Allocation List and Appropriate Personnel Policies for the Planning, Building, and Environmental Services Department

RECOMMENDATION

Director of Human Resources and Director of Planning, Building and Environmental Services request adoption of a resolution, as follows, effective August 26, 2017 with no net increase in full-time equivalents:

1. Amend the Table and Index of Classes by:
 - a. Deleting Geographic Information Systems Technician;
 - b. Adding Geographic Information Systems (GIS) Technician I;
 - c. Adding Geographic Information Systems (GIS) Technician II; and
 - d. Adding Geographic Information Systems (GIS) Departmental Coordinator (SUP);
2. Amend the Departmental Allocation List for the Planning, Building, and Environmental Services Department by:
 - a. Deleting two 1.0 FTE Planner III;
 - b. Adding one 1.0 FTE Geographic Information Systems (GIS) Departmental Coordinator; and
 - c. Adding one 1.0 FTE Geographic Information Systems (GIS) Technician I/II*.
3. Amend Napa County Policy Manual, Part I as outlined in Exhibit "A" of the resolution.

*Geographic Information Systems (GIS) Technician I/II is a flexibly staffed classification.

EXECUTIVE SUMMARY

The Director of Planning, Building, and Environmental Services (PBES) requested that Human Resources conduct a reclassification study in the Planning Division. The reclassification study was completed to see if a Planner III position was properly classified. A review of the completed Position Description Questionnaire, an interview with

the incumbent, other departmental interviews, and a review of pertinent classification specifications revealed that the incumbent is performing duties that are outside the scope of their current classification. The completed reclassification study revealed that the incumbent's GIS job tasks were not reflected in the Planner III classification specification. The Geographic Information Systems (GIS) Departmental Coordinator was created to accurately reflect the incumbent's duties. In addition, the current Geographic Information Systems Technician classification specification was revised to be flexibly staffed. Two flexibly staffed technician levels will be better able to provide technical support to the Coordinator position.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The reclassification from Planner III to GIS Departmental Coordinator is necessary to correctly reflect the job duties currently being performed by the employee in this position related to department wide GIS and mapping applications and analysis. This reclass will also allow for future recruitments to be accurately advertised (as GIS Departmental Coordinator or Technician I/II rather than as a Planner III).
Is the general fund affected?	Yes
Future fiscal impact:	The overall outcome related to changing the two Planner III positions to GIS positions in the Planning subdivision 17000-00 results in a net savings of approximately \$37,500. The reclassification of one Planner III to a GIS Departmental Coordinator is essentially equal (difference is approximately \$21/month). The other Planner III position is currently vacant due to retirement and will be replaced with a GIS Technician I/II, resulting in a savings.
Consequences if not approved:	If these changes are not approved, it would be difficult for future recruitments related to GIS duties for the PBES Department based on the current titles not accurately reflecting the job duties.
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 Director of Planning, Building, and Environmental Services (PBES) requested that Human Resources conduct a reclassification study in the Planning Division. The study was completed to see if a Planner III position was

properly classified. In 2014, the PBES Department recognized the need for an in-house GIS expert and added a Planner III position to complete the GIS related job tasks. The Planner III job specification was edited at the time to include a few essential GIS duties. Over the past few years, this position has evolved and with the increasing uses and applications of GIS, the need to have a dedicated GIS supervisory level position to coordinate GIS activities is now necessary. This class structure is the best way to leverage the technological advances to increase PBES' and the County's efficiency. The Geographic Information Systems (GIS) Departmental Coordinator job specification was created to allow for a coordinated big picture approach to GIS integration throughout PBES.

Therefore, the Director of Human Resources recommends the adoption of a resolution to amend the Table and Index of Classes, Departmental Allocation List for PBES, and appropriate personnel policies, as shown in Exhibit "A," effective August 26, 2017.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan