



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/19/2014

Agenda Placement: 7L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz for Suzanne Mason - Director
Human Resources

REPORT BY: Faye Newton, HUMAN RESOURCES ANALYST II - 707-299-1728

SUBJECT: Amend the Departmental Allocation List for the Planning, Building and Environmental Services Department by Deleting a Planner III Position and Adding a Senior Systems Support Analyst Position

RECOMMENDATION

Director of Human Resources and Director of Planning, Building and Environmental Services request the adoption of a resolution amending the Departmental Allocation List for the Planning, Building and Environmental Services Department as follows, effective August 16, 2014, with no net increase in full-time equivalents and no net increase to the General Fund:

1. Delete one (1.0 FTE) Planner III; and,
2. Add one (1.0 FTE) Senior System Support Analyst.

EXECUTIVE SUMMARY

Planning, Building and Environmental Services requested Human Resources conduct a reclassification study of a Planner III position to determine if the incumbent was properly classified as a Planner III. A review of the completed Position Description Questionnaire, departmental interviews and a review of classification specifications revealed that the incumbent is performing duties that are outside the scope of the Planner III classification and are more reflective of the duties found in the Senior Systems Support Analyst classification specification.

Therefore, the Director of Human Resources and the Director of Planning, Building and Environmental Services recommend that one (1.0 FTE) Planner III in the Planning, Building and Environmental Services be reclassified to Senior Systems Support Analyst, effective August 16, 2014, with no net increase in full time equivalents and no net increase to the General Fund.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	75% general fund, 18% Building Inspection fund and 7% Fire fund
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification will allow management to continue to assign duties related to departmental specific software.
Is the general fund affected?	No
Future fiscal impact:	The increased cost for salary and benefits the remainder of the 2014-2015 Fiscal Year is approximately \$638, of which 75% is General Fund, and will be absorbed within the current allocation to the General Fund. The increased cost for salary and benefits for future fiscal years is approximately \$790 and will be budgeted accordingly.
Consequences if not approved:	If the recommended reclassification is not approved, the incumbents duties will have to be reassigned to a more appropriate position in the department. Due to current workload of other staff, this would create a significant hardship and back log of work.

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

Planning, Building and Environmental Services requested Human Resources conduct a reclassification study of a Planner III position to determine if the incumbent was properly classified as a Planner III. A review of the completed Position Description Questionnaire, departmental interviews and a review of classification specifications revealed that the majority of the incumbent's job consists of managing data content for the department's internal/external websites and managing the administration of the County's permitting software (Accela Automation). The incumbent also reviews new versions of the software as it is released, conducts extensive testing before implementation, and acts as liaison with Information Technology Services through all processes. The incumbent then provides release notes to staff and conducts training specific to the software updates.

After careful review, Human Resources has determined that a majority of the incumbent's duties are outside of the

current classification of Planner III and are more reflective of the duties found in the Senior Systems Support Analyst classification specification. A Senior System Support Analyst acts as a departmental liaison to Information Technology Services on complex issues and performs department specific technical support in the areas of application support, computer desktop equipment troubleshooting and front-line support to department users.

As a result of the findings of this reclassification study, it is recommended that the Planner III position be reclassified as Senior Systems Support Analyst.

Therefore, the Director of Human Resources and the Director of Planning, Building and Environmental Services recommend that the position of Planner III be reclassified to Senior Systems Support Analyst, effective August 16, 2014, with no net increase in full time equivalents and no net increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan