



Agenda Date: 8/2/2005
Agenda Placement: 6I

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Karla Jensen for Dennis Morris - Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amend departmental Allocation List and Table and Index for Environmental Management Department

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following in connection with the Environmental Management Department, effective August 6, 2005:

1. Amend the Departmental Allocation List to add one (1) Acting Director of Environmental Management;
2. Amend the Table and Index to add Acting Director of Environmental Management; and
3. Appoint Jill Pahl as Acting Director of Environmental Management.

EXECUTIVE SUMMARY

The position of Director of Environmental Management became vacant on August 1, 2005. A recruitment will be conducted to fill the vacant Director's position, but appointment of a successor is not anticipated immediately. To enable the department to continue to operate effectively during the interim, the Human Resources Director, at the direction and with the approval of the County Executive Officer, recommends the Board allocate an Acting Director position and appoint the Assistant Director, Jill Pahl, as Acting Director of Environmental Management, effective August 6, 2005.

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

A recruitment will be conducted to fill the vacant Director's position, but appointment of a successor is not anticipated immediately. To enable the department to continue to operate effectively during the interim, the Human Resources Director, at the direction and with the approval of the County Executive Officer, recommends the Board allocate an Acting Director position and appoint the Assistant Director, Jill Pahl, Acting Director of Environmental Management effective August 6, 2005. Ms. Pahl will assume all associated duties and responsibilities of the position, and will serve as Acting Director until a permanent replacement is found.

The Acting Director of Environmental Management position will be deleted from the Departmental Allocation List and the Table and Index upon the effective appointment of the Director of Environmental Management.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Britt Ferguson