



Agenda Date: 8/22/2006  
Agenda Placement: 6T

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Mark Gregersen - Director  
Human Resources

**REPORT BY:** Pamela Hansen, Human Resources Analyst III, 253-4305

**SUBJECT:** Amend Departmental Allocation and Management Compensation Plan to create an "at will" Assistant County Probation Officer, Assistant Director of Corrections, and Assistant Director of Environmental Management

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution regarding the following in connection with the Probation Department, Corrections, and Environmental Management, effective August 22, 2006:

1. Amend the Departmental Allocation List in the Probation Department to delete one (1) (M) Assistant County Probation Officer and add one (1) (M) Assistant County Probation Officer designated as "at-will" Management Non-Classified (Other);
2. Amend the Departmental Allocation List in Corrections to delete one (1) (M) Assistant Director of Corrections and add one (1) (M) Assistant Director of Corrections designated as "at-will" Management Non-Classified (Other);
3. Amend the Departmental Allocation List in Environmental Management to delete one (1) (M) Assistant Director of Environmental Management and add one (1) (M) designated as "at-will" Management Non-Classified (Other); and
4. Amend appropriate policies to delete Assistant County Probation Officer, Assistant Director of Corrections, and Assistant Director of Environmental Management from the list of management classes and add Assistant County Probation Officer, Assistant Director of Corrections, and Assistant Director of Environmental Management to the list of "at-will" Management Non-Classified (Other).

### **EXECUTIVE SUMMARY**

The County Executive Office (CEO) has requested that all Assistant Director positions, at the time they become vacant, be designated as "at-will" Management Non-Classified (Other). This change aligns with the County's philosophy of holding critical management positions more accountable.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	There will be no change in salary. A minimal increase in cost for benefits will occur as these three positions will receive county-paid life insurance commensurate to one times their annual salary, disability insurance, and would be eligible for severance pay (one or two weeks depending on years of service). Currently these positions receive County-paid life insurance in the amount of \$50,000 and no county paid disability insurance or severance pay.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County Executive Office (CEO) has requested that all Assistant Director positions, at the time they become vacant, be designated as "at-will" Management Non-Classified (Other). This change aligns with the County's philosophy of holding critical management positions more accountable.
Is the general fund affected?	Yes
Future fiscal impact:	The cost to fund the benefits will be included in the departmental budgets.
Consequences if not approved:	If these positions are not approved as "at will" the designation of these positions will not be in accordance with the direction of the County Executive Officer.
Additional Information:	None

**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**

Recently, the County has established a practice of designating senior or high level management positions as "at-will" as part of an effort to provide greater management accountability. This has been done as positions have become vacant or as new positions have been created within the organization. In the past few weeks, three Assistant Director positions have become vacant; Assistant Chief Probation Officer, Assistant Director of Corrections, and Assistant Director of Environmental Management. Today's action will designate these three vacant positions as "at-will" Management Non-Classified (Other). Approval of the recommended action will not result in any change in the salary for these positions. At-will employees will receive the fringe benefits available to Management Non-Classified (Other) pursuant to Part 1: Section 37C-3, Section 2 of the County of Napa Management Compensation Plan.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton