



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

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Pamela Hansen for Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Pamela Hansen, Human Resources Analyst III, 253-4305  
**SUBJECT:** Amendment to Departmental Allocation List and Table and Index for Public Works

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution regarding the following in connection with Public Works-Engineering, effective August 22, 2006:

1. Amend the Departmental Allocation List to delete one (1) Associate Civil Engineer and add one (1) Water Resources Division Specialist; and
2. Amend the Table and Index to add Water Resources Division Specialist.

### **EXECUTIVE SUMMARY**

On December 14, 2004, the Board of Supervisors approved a Water Resources Work Plan including two new positions in the Public Works Department. The two positions in the Water Resources Work Plan were identified as a Principal Public Works Engineer and an Associate Civil Engineer. The use of Measure A funds were approved to fund 60 percent of the Principal Public Works Engineer position and 100 percent of the Associate Civil Engineer position. After review it was determined that new job descriptions needed to be developed to more accurately reflect the duty assignment of these two new positions. On December 20, 2005, the Board approved the addition of a newly developed position of Principal Water Resources Engineer and the deletion of a Principal Public Works Engineer. The Associate Civil Engineer position remained under review and it has now been determined that a new job description for a Water Resources Division Specialist more accurately reflects the duty assignments for this position.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes  
Is it currently budgeted?            Yes

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Where is it budgeted?	The primary source of revenue is Measure "A" funds allocated for County agricultural watershed projects and for Angwin/Deer Park water supply reliability projects. This represents two of the three sources. The third source is the Flood Control District (NCFCWCD) budget unit for water supply.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	There are several critical water resource needs in the County that will continue to impact water supplies of residents, agriculture, and the environment impacting the health of the Napa River and its tributaries. In addition, the new position as proposed will have a lower pay range than an Associate Civil Engineer, which will leave more Measure A funds available for project implementation. Yearly cost savings would be over \$15,000.
Is the general fund affected?	No
Future fiscal impact:	Measure "A" funds will continue to be available through 2018 and grant funding will be used to leverage those dollars for water resource related work throughout the County.
Consequences if not approved:	Without additional staff resources, Measure "A" funds will continue to accumulate awaiting appropriation for qualified projects and the County will be unable to move toward a solution in the Milliken-Sarco-Tulocay area and the Angwin/Deer Park areas.
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**

On December 14, 2004, the Board of Supervisors approved a Water Resources Work Plan including two new positions in the Public Works Department. The two positions in the Water Resources Work Plan were identified as a Principal Public Works Engineer and an Associate Civil Engineer. The use of Measure A funds were approved to fund 60 percent of the Principal Public Works Engineer position and 100 percent of the Associate Civil Engineer position. After review it was determined that new job classification needed to be developed to more accurately reflect the duty assignment of these two new positions. On December 20, 2005, the Board approved the addition of a newly developed position of Principal Water Resources Engineer and the deletion of a Principal Public Works Engineer. The Associate Civil Engineer position remained under review.

A Principal Water Resources Engineer was hired in April 2006 and since that time work has progressed on implementing the Water Resources Work Plan (Plan). During the initial Plan implementation efforts, management staff has determined that hiring an individual with a skill set different than those of an Associate Civil Engineer would better serve the needs of the Department. As a result, a job description for a Water Resources Division Specialist has been developed that emphasizes grant writing and administration skills, public outreach and interagency coordination skills, and a background in biological sciences and/or watershed protection. An individual with these abilities will be able to provide expertise that is currently lacking in the Public Works Department, will better complement the skills of the Principal Water Resources Engineer position, and will be

valuable to the other Public Works Department Divisions as well.

In addition, the new position as proposed will have a lower pay range than an Associate Civil Engineer, which will leave more Measure A funds available for project implementation.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton