



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/10/2019

Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karen Taylor - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the Table and Index of Classes, the Departmental Allocation List for Multiple Departments, and Appropriate Personnel Policies

RECOMMENDATION

Director of Human Resources requests the adoption of a resolution amending the Table and Index of Classes, the Departmental Allocation List for multiple departments, and the appropriate personnel policy as follows, retroactive to July 27, 2019, with no net increase in full-time equivalents and no increase to the General Fund:

1. Amend the Table and Index of Classes by:
 - a. Adding Accountant Auditor I - Confidential (CON);
 - b. Adding Accountant Auditor II - Confidential (CON); and
 - c. Adding Senior Accountant Auditor - Confidential (CON).
2. Amend the Departmental Allocation List for multiple departments as outlines in "Exhibit A" of the Resolution.
3. Amend appropriate personnel policies as outlined in "Exhibit A" of the Resolution.

EXECUTIVE SUMMARY

Several positions were approved in the Fiscal Year 2019-2020 Adopted Budget, but were not appropriately captured in supporting documentation, specifically, "Schedule A - Recommended New Positions." The proposed action will amend the Table and Index of Classes, Departmental Allocations Lists for multiple departments, and the appropriate personnel policy to synchronize these position control documents with the Fiscal Year 2019-2020 Adopted Budget. There is no additional cost to the County associated with these corrective measures.

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

In the Fiscal Year 2019-2020 Adopted Budget, three departments budgeted for position allocations that were not properly captured in "Schedule A - Recommended New Positions." Subsequently, Human Resources position control documents, such as the Table and Index of Classes and Departmental Allocation lists and the appropriate personnel policy were not updated to match what was approved in the Adopted Budget. If approved, this action authorizes revisions to position control documents that will allow departments to fill their vacant positions at the intended level. There is no additional cost to the County associated with these corrective measures.

Therefore, the Director of Human Resources recommends the adoption of a resolution to amend the Table and Index of Classes, the Departmental Allocation List for multiple departments, and the appropriate personnel policy as shown in "Exhibit A," retroactive to July 27, 2019, with no net increase in full-time equivalents and no increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi