



Agenda Date: 9/12/2006
Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Amend the Departmental Allocation List for the Conservation, Development and Planning Department

RECOMMENDATION

Human Resources Director requests the adoption of a resolution amending the Departmental Allocation List for the Conservation, Development and Planning Department with regards to deleting one (1) Staff Services Analyst I/II and adding one (1) (S) Administrative Office Assistant, effective September 12, 2006.

EXECUTIVE SUMMARY

The Director of Conservation, Development and Planning has identified a need for direct supervision of the Department's clerical staff and requested that Human Resources assist in identifying an appropriate solution to meet this need.

A review of the Department's current structure and allocation of duties clearly defined that such a need exists. Therefore, the Human Resources Director requests the adoption of a resolution amending the Departmental Allocation List for the Conservation, Development and Planning Department to delete one (1) Staff Services Analyst I/II and add one (1) (S) Administrative Office Assistant. This position will be responsible for completing the Department's accounts receivable and payable tasks, timekeeping activities, and directly supervising the Department's clerical support staff.

FISCAL IMPACT

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| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | Conservation, Development & Planning |
| Is it Mandatory or Discretionary? | Discretionary |

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| Discretionary Justification: | Due to the increasing volume of departmental visits by the general public and ever increasing volume of accounts payable and receivable, it has become apparent that the Department needs a dedicated staff person to handle these accounts and to directly supervise the activities of the office's clerical support staff. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | This change will result an annual salary savings of \$5,000.00. |
| Consequences if not approved: | These duties would have to be distributed to the current staff of planners thereby decreasing their productivity and impacting the Department's ability to meet its production and customer service goals. |
| 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

Upon the recent resignation of the Department's Staff Services Analyst II, the Department sought to distribute this position's duties among two Staff Analyst I/II positions. This plan was approved by the Board of Supervisor at the June 20, 2006 meeting.

The results of this organization restructure were not as successful as had been anticipated. One of the Staff Services Analyst I/II positions was filled through a Departmental promotional recruitment. The second position was, until very recently, filled with an employee from a temporary agency. It became apparent during this time that the Department needed to assign a dedicated staff member to handle the accounts receivable and payable functions. In addition, a need was identified to provide a single supervisory resource for the Department's clerical support staff.

The Director of the Conservation, Development and Planning therefore, requested assistance from the Human Resources Division to find a solution to these two needs. The results of the the study conducted by Human Resources confirmed the existence of these Departmental needs, and identified the established supervisory class of Administrative Office Assistant as a class that would meet each of these Departmental needs.

Therefore, the Human Resources Director recommends amending the Department Allocation list for Conservation, Development and Planning as shown on "Attachment A," effective September 12, 2006.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton