



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

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 Departmental Allocation List for the County Executive Office and the Community Partnership Division of the County Executive Office and the Table and Index of Classes

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following in connection with the County Executive Office and the Community Partnership Division of the County Executive Office, effective October 7, 2006:

1. Amend the Departmental Allocation List to:
 - a. Delete one (1) (M) Public Information Officer/Committees and Commissions and add one (1) (M) Communication and Public Information Officer designated as "at will", Management Non-Classified (Other);
 - b. Delete one (1) (C) 0.8 FTE Secretary and add one (1) (C) 1.0 FTE Secretary;
 - c. Add one (1) (C) 0.5 FTE Secretary; and
 - d. Delete (1) 1.0 FTE Secretary and add one (1) 0.8 Secretary to the Departmental Allocation List for the Community Partnership Division.
2. Amend the Table and Index to delete one (1) (M) Public Information Officer/Committees and Commissions and add one (1) (M) Communication and Public Information Officer; and
3. Amend appropriate policies to delete one (1) (M) Public Information Officer/Committees and Commissions and add one (1) (M) "at will" Communication and Public Information Officer.

EXECUTIVE SUMMARY

To most cost-effectively meet the operational needs of the County Executive Office and the County, the County Executive Officer (CEO) is proposing to reduce the Secretary's position in the Community Partnership Division of the County Executive Office from 1.0 to 0.8 FTE, increase a vacant Secretary position in the County Executive Office from 0.8 to 1.0 FTE, add an additional 0.5 FTE Secretary position to the County Executive Office and revise the duties and job title of the Public Information Officer/Committees and Commissions.

These changes in secretarial positions are proposed to meet the personal needs of the incumbent Secretary in the Community Partnership Division, address the administrative support workload needs in the County Executive

Office and allow for shift of responsibility for committees and commissions coordination from the current Public Information Officer/Committees and Commissions (PIO) to an administrative support position, so the new Communication and Public Information Officer can concentrate on proactively addressing internal and external communications issues.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	1.0 Public Information Officer/Committees and Commissions and 0.8 Secretary are budgeted in the County Executive Office's budget. 1.0 FTE Secretary is budgeted in the Community Partnership Division budget. If today's actions are approved, there will be approximately a \$7,000 decrease to the Community Partnership Division budget and an increase to the County Executive Office budget for approximately the equivalent amount.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Administrative support workload has increased over the last few years at the County Executive Office, due in part to efforts to enhance the quality of the Board's agenda process, in part to requirements associated with Measure Z and AB 1234 and in part to things like increased Emergency Management training activities and increased appeals. Recent events (such as the New Years flood) and planned initiatives (such as the organizational development effort) have demonstrated the need for a dedicated staff person who can address internal and external communication issues.
Is the general fund affected?	Yes
Future fiscal impact:	Both the County Executive Office and the Community Partnership Division will reflect the approved changes in their future budgets.
Consequences if not approved:	There may be backlog of work at the County Executive Office due to shortage of staff to provide administrative support and/or the County may not be able to proactively address various internal and external communication needs.
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

The County Executive Office currently has a vacant 0.8 Full Time Equivalent (FTE) Secretary position and 1.0 FTE Public Information Officer/Committees and Commissions position. The Community Partnership Division of the County Executive Office currently has a 1.0 FTE filled Secretary position, whose incumbent would like to reduce her

hours to a 0.8 FTE effective October 7, 2006. To most cost-effectively meet the operational needs of the County Executive Office and the County, the County Executive Officer (CEO) is proposing to increase the vacant Secretary position in the County Executive Office from 0.8 to 1.0 FTE, add an additional 0.5 FTE Secretary position to the County Executive Office and revise the duties and job title of the Public Information Officer/Committees and Commissions.

Secretarial Positions

For personal reasons, the incumbent Secretary in the Community Partnership Division of the County Executive Office has requested that her hours be reduced from 1.0 fulltime FTE to 0.8 FTE effective October 7, 2006. The Community Partnership Manager believes that the Community Partnership Division can operate with the reduced level of support, with two exceptions: this Secretarial position provides backup clerical support to the County Executive Office and this may be problematic should there be an occasional need for additional clerical resources for special projects, etc. This change will reduce the need for backup clerical support from the Community Partnership Division and provide additional clerical resources, from the County Executive Office, that can assist the Community Partnership Division during periods of peak demand.

The CEO is also proposing to add an additional 0.5 FTE Secretary in the County Executive Office. This is being requested to deal with increased administrative support workload as described below.

Not including the Clerk of the Board/Administrative Manager, the County Executive Office's administrative support/Clerk of the Board function currently is budgeted for 6.3 FTE staff: 2.0 FTE Deputy Board Clerks, 1.8 FTE Secretaries (including the 0.8 FTE Secretary discussed above, which has been vacant for some time), 1.5 FTE Administrative Support Technicians and 1.0 FTE Administrative Secretary. The Administrative Secretary provides administrative support to the Board of Supervisors, CEO and Assistant CEO. The remaining administrative support staff are responsible for preparing the Board's agenda and the agenda for the Board of Equalization, clerking the Planning Commission, processing Board of Equalization appeals, managing the Board of Supervisors' legislative record, providing clerical and/or accounting support services to five Analysts, the County's Risk Manager, the Emergency Services Office and Local Enforcement Agency, providing accounting support for the Central Services, Board and CEO budgets and performing receptionist duties for the Board of Supervisors/County Executive Office. Workload has increased over the last few years, due in part to efforts to enhance the quality of the Board's agenda process, in part to requirements associated with Measure Z and AB 1234 and in part to things like increased Emergency Management training activities and increased appeals. In addition, as discussed below, the CEO is proposing to transfer responsibility for processing applications for advisory committees and commissions from the Public Information Officer/Committees and Commissions position to the secretarial staff.

If approved, this requested 0.5 FTE Secretary position, along with the 1.0 FTE Secretary converted from a 0.8 FTE Secretary, will assist in providing administrative support in a number of the above areas.

Change in Title of Public Information Officer/Committees and Commissions

The current PIO/Committees & Commission position's job description includes coordination of the public information and communications activities; preparation and dissemination of information concerning the activities of the County; coordination of public information activities with other divisions and departments; and assistance to the Board of Supervisors and departments on information strategies and techniques. In addition, this position administers the recruitment, advertisements and appointments of County's committees and commissions. It is estimated that the latter function could take from a third to half of the position's time.

The County Executive Office reevaluated the PIO/Committees & Commissions position when it became vacant. Based on that evaluation, it was determined that the needs of the organization could be met more cost-effectively if the committees and commissions related work were transferred to an administrative support position, freeing up

more time for the PIO to focus on developing and implementing strategic external and internal communication plans and providing public communications assistance to the Board, CEO, and County departments.

Currently, the County does not have a dedicated internal communications/public information officer. That function is fulfilled by a number of different employees as part of other jobs they perform. The need for such a dedicated position has become evident to staff as the County grappled with communication issues during the recent flood emergency and potential ambulance strike and as the organization prepares for future potential emergencies, such as the bird flu pandemic. In addition, the County is in the process of developing and implementing major organizational development plans, designed to insure that we are able to recruit, train and retain well qualified employees. An effective internal communications strategy is critical to that effort.

As proposed, the dedicated PIO would focus on proactively developing both external and internal communications plans that consider all relevant media, including the internet, radio, television and print; and on assisting the Board, CEO and departments in developing their own plans and dealing with exigent public information issues.

Along with revising the job description for this position, it is proposed to change the position title to Communications and Public Information Officer, to more accurately reflect the new mix of duties and responsibilities. Additionally, the future appointed employees to this single position classification of Communication and Public Information Officer will be designated as "at will" employees. This request is consistent with the current practice of the County Executive Office regarding the status of highly sensitive management positions and is part of an overall effort to provide greater management accountability.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton