



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

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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

RECOMMENDATION

Human Resources Director and Director of Public Works request adoption of a resolution regarding the following in connection with Public Works-Engineering, effective September 2, 2006:

1. Amend the Departmental Allocation List adding one (1) (M) Acting Transportation Agency Director;
2. Amend the Table and Index to add Acting Transportation Agency Director; and
3. Amend appropriate policies to add Acting Transportation Agency Director.

EXECUTIVE SUMMARY

The position of Transportation Agency Director will become vacant due to retirement in October 2006, however, the incumbent Director will be on vacation for the month of September. A recruitment is currently being conducted, however, appointment of a successor is not anticipated to take place immediately. To enable the department to continue to operate effectively during the interim, the Human Resources Director and the Director of Public Works recommends the Board allocate an Acting Transportation Agency Director position effective September 2, 2006.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Public Works - NCTPA budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The NCTPA Board, at it's August Meeting, approved the appointment of John Ponte, the current Deputy Transportation Agency Director, to serve as the

	Acting Transportation Agency Director.
Is the general fund affected?	No
Future fiscal impact:	No future impact as the Acting position will be deleted upon the appointment of the new Transportation Agency Director.
Consequences if not approved:	The Napa County Transportation Planning Agency would be without a Director during the recruitment process.
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 position of Transportation Agency Director will become vacant due to retirement in October 2006, however, the incumbent Director is on vacation for the month of September. A recruitment is currently being conducted, however, appointment of a successor is not anticipated to take place immediately. To enable the department to continue to operate effectively during the interim, the Human Resources Director recommends the Board allocate an Acting Transportation Agency Director position effective September 2, 2006. Costs associated with the Acting Transportation Agency Director will be paid out of the NCTPA budget.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi