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Agenda Date: 9/12/2017

Agenda Placement: 6U

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Heather Ruiz - Director  
Human Resources

**REPORT BY:** Stephanie Sifuentes, Human Resources Analyst II - 707-259-8720

**SUBJECT:** Adoption of a Resolution Amending the Departmental Allocation List for Housing and Intergovernmental Affairs to Add a Limited Term Staff Assistant - Board of Supervisors

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### **RECOMMENDATION**

Director of Human Resources and County Executive Officer request adoption of a resolution amending the Departmental Allocation List for Housing and Intergovernmental Affairs by adding one 1.0 FTE Staff Assistant-Board of Supervisors - Limited Term, effective September 23, 2017 through June 30, 2018.

### **EXECUTIVE SUMMARY**

Director of Human Resources and County Executive Officer (CEO) recommend adding a Limited Term Staff Assistant-Board of Supervisors. There is a current vacant, funded Director of Housing and Intergovernmental Affairs position in the CEO Office; however, a decision has been made to hold that position vacant pending the appointment of a new CEO. Therefore, to assist with workload in the interim this limited term position is being requested.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Housing and Intergovernmental Affairs
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Limited Term Staff Assistant-Board of Supervisors will be funded by salary

savings from the vacant Director of Housing and Intergovernmental Affairs. Addition of this limited term position will allow for departmental operations to continue pending the appointment of a new County Executive Officer. Once on board, the County Executive Officer can assess the needs of the office.

Is the general fund affected? Yes

Future fiscal impact: This limited term position is being requested through the end of the current fiscal year. Future fiscal years will be budgeted accordingly.

Consequences if not approved: If this item is not approved, the Department will continue to rely on Extra Help to fill staffing gaps in the office. Extra Help is limited to 1,000 hours; therefore, it is harder to provide consistent staffing with Extra Help.

Additional Information:

### **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**

Director of Human Resources and County Executive Officer request the addition of a Limited Term Staff Assistant-Board of Supervisors to assist the office until a new County Executive Officer is appointed and can assess the staffing structure of the office. The Housing and Intergovernmental Affairs Division of the County Executive Office was previously managed by a Director of Housing and Intergovernmental Affairs and an allocation for this position remains vacant but funded in Fiscal Year 2017-2018. Prior to the County Executive Officer position becoming vacant, a reorganization was being discussed to reallocate the Director of Housing and Intergovernmental Affairs to a different position, as this division is now being managed by a Deputy County Executive Officer. The funds allocated for this position are currently being used to fund an Extra Help Staff Assistant position to assist with the workload in that division. The Extra Help position is limited to 1,000 hours in a fiscal year, and this cap would likely be reached before a new County Executive Officer is appointed.

Today's action requests a Limited Term Staff Assistant-Board of Supervisors position through June 30, 2018, utilizing the salary savings from the vacant Director of Housing and Intergovernmental Affairs position. This will allow the Housing and Intergovernmental Affairs Division to maintain consistent staffing to assist with supporting the Board of Supervisors. Making the position Limited Term will also allow the next County Executive Officer to assess the department's needs and operations and determine the appropriate staffing moving forward.

Therefore, the Director of Human Resources and the County Executive Officer recommend the adoption of a resolution to amend the Departmental Allocation List as shown in Exhibit "A," effective September 23, 2017.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan