



Agenda Date: 9/13/2005
Agenda Placement: 6HH

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Nancy Watt - County Executive Officer
County Executive Office
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amend Departmental Allocation List and Table and Index for Human Resources

RECOMMENDATION

County Executive Officer requests adoption of a resolution regarding the following in connection with the Human Resources Division of the County Executive Office effective September 13, 2005:

1. Amend the Departmental Allocation List to add one (1) Acting Human Resources Director;
2. Amend the Table and Index to add Acting Human Resources Director; and
3. Amend appropriate policies to add Acting Human Resources Director.

EXECUTIVE SUMMARY

The position of Human Resources Director became vacant on August 27, 2005. A recruitment will be conducted to fill the vacant position, 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 Assistant County Executive Officer recommends the Board allocate an Acting Human Resources Director position effective September 13, 2005.

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

The position of Human Resources Director became vacant on August 27, 2005. A recruitment will be conducted to fill the vacant position, 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 Assistant County Executive Officer recommends the Board allocate an Acting Human Resources Director position effective September 13, 2005. Costs associated with the Acting Human Resources Director position will be paid out of salary savings from the vacant, regular, Human Resources Director position.

The Acting Human Resources Director position will be deleted from the Departmental Allocation List, Table and Index, and appropriate policies upon the appointment of the Human Resources Director.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Britt Ferguson