



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/14/2010

Agenda Placement: 7K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Suzanne R. Mason - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II - (707) 253-4489
SUBJECT: Resolution amending Environmental Management's Departmental Allocation List

RECOMMENDATION

Director of Human Resources requests the adoption of a resolution amending the Departmental Allocation List for Environmental Management Department as follows, effective September 18, 2010, with a net salary savings of approximately \$18,000 to the General Fund and a decrease in the number of full time equivalents.

1. Amend the Departmental Allocation List by :
 - a. Deleting:
 - i. One (1.00 FTE) Custodian
 - ii. One (.50 FTE) Office Assistant II and
 - iii. One (.75 FTE) Office Assistant II.
 - b. Adding:
 - i. One (1.00 FTE) Buyer I/II and
 - ii. One (1.00 FTE) Office Assistant II.

EXECUTIVE SUMMARY

On May 1, 2010 the Board of Supervisors approved transferring the Purchasing function, consisting of the Purchasing Manager, a Buyer II and a Custodian position from the Public Works Department to the Environmental Management Department. Concurrent with the transfer of the Purchasing function, the Director of Environment Management requested that Human Resources complete a classification study to determine if current duties assigned to the Custodian were in alignment with those described in the Custodian class specification. The findings of the classification study indicated that the duties currently assigned to the Custodian were consistent with those described in the Buyer I classification description. Therefore, Human Resources recommends reclassifying the Custodian classification to a Buyer I classification, with a monthly salary range of \$3,608-\$4,304.

Additionally, the Director of Environmental Management recommends combining two vacant part-time (.50 FTE and .75 FTE) Office Assistant II positions into one (1.00 FTE) Office Assistant II position to better meet the Department's administrative needs.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Environmental Management
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	<p>The findings of the classification study conducted by Human Resources clearly indicated that the duties assigned to the employee in the Custodian position subject to the study align with the duties of the Buyer I classification. That employee is performing these duties well and the Department does not have the staffing capacity to reassign these duties to other staff members. Therefore, in order to maintain current service levels the Department is requesting approval to reclassify the Custodian position in Environmental Management from Custodian to Buyer I.</p> <p>Additionally, the Director of Environmental Management has recently conducted a study of the administrative support services within the Department. This study revealed that more consistent administrative support would be achieved if the two vacant part time Office Assistant II positions were combined into one full time position.</p>
Is the general fund affected?	Yes
Future fiscal impact:	<p>It is anticipated that there will be an annual increase in salary and benefit costs associated with the Buyer I reclassification of approximately \$11,407. It is also anticipated that there will be an annual salary and benefits saving of approximately \$29,490 by combining the the two part time Office Assistant II positions into one full time position. If approved, it is anticipated that these changes will result in an annual salary and benefit savings of approximately \$18,000 dollars. These savings will be reflected in future budgets.</p>
Consequences if not approved:	<p>If not approved, the level of purchasing service provided to County Departments and the consistency of administrative support to the Department may be negatively impacted.</p>
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

On May 1, 2010 the Board of Supervisors approved transferring the Purchasing function, consisting of the Purchasing Manager, a Buyer II and a Custodian position from the Public Works Department to the Environmental Management Department. Concurrent with the transfer of the Purchasing function, the Director of Environmental Management requested that Human Resources complete a classification study to determine if current duties assigned to the Custodian were in alignment with those described in the Custodian class specification. The Custodian position in Environmental Management is responsible for purchasing and supplying to various county departments a myriad of commodity items-ranging from paper products and cleaning supplies to auto repairs supplies and more. The individual in this position makes important cost and quality decisions which ultimately provide value in our purchasing decisions. The findings of the classification study indicated that the duties currently assigned to the Custodian were more closely aligned with those described in the Buyer I classification specification. Therefore, Human Resources recommends reclassifying the Custodian classification to a Buyer I classification, with a monthly salary range of \$3,608-\$4,304.

Additionally, the Director of Environmental Management recommends combining two vacant part-time Office Assistant II positions (.5 FTE and .75 FTE) into one full time Office Assistant II position to better meet the Department's administrative needs.

The net result of these actions will result in an annual salary and benefit savings of approximately \$18,000 to the General Fund and a .25 FTE reduction in the Department's full time equivalents.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Britt Ferguson