



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/14/2010

Agenda Placement: 7M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Suzanne R. Mason - Director
Human Resources

REPORT BY: Suzanne R. Mason, Director of Human Resources - 259-8341

SUBJECT: Resolution Regarding Deputy Director, Employment and Compensation and Deputy Director, Labor Relations in Management Compensation Plans

RECOMMENDATION

Director of Human Resources requests adoption of a resolution regarding the following in the Human Resources Division of the County Executive Office, effective September 18, 2010.

1. Amend the Departmental Allocation List:
 - a. Deleting one (1) (M) Deputy Director, Employment and Compensation.
 - b. Deleting one (1) (M) Deputy Director, Labor Relations.
 - c. Adding one (1) (M) "at will" Deputy Director, Employment and Compensation.
 - d. Adding one (1) (M) "at will" Deputy Director, Labor Relations.
2. Amend the appropriate policies as follows:
 - a. Amend Part I: Section 37C-3, Attachment 1, Part A, Management Compensation Plan - Management Non-Classified (Other) Eligibility List to add the Deputy Director, Employment and Compensation.
 - b. Amend Part I: Section 37C-3, Attachment 1, Part A, Management Compensation Plan - Management Non-Classified (Other) Eligibility List to add the Deputy Director, Labor Relations.
 - c. Amend Part I: Section 37C-1, Attachment 1, Part A, Management Compensation Plan - Management Classified Eligibility List to delete the Deputy Director, Employment and Compensation.
 - d. Amend Part I: Section 37C-1, Attachment 1, Part A, Management Compensation Plan - Management Classified Eligibility List to delete the Deputy Director, Labor Relations.

EXECUTIVE SUMMARY

In June 30, 2009, the Board approved the classification phase of the comprehensive Management Classification and Compensation Study conducted by Johnson & Associates. Included in the study were policies and criteria for the establishment of "at will" positions. The Study policies approved by the Board state that the "at will"

designation should be applied to all department head, assistant department head and division manager positions and certain management positions in the County Executive Office and County Counsel's Office. The Deputy Director, Employment and Compensation and the Deputy Director, Labor Relations positions in the Human Resources Division of the County Executive Office have recently become vacant, and staff reviewed their duties and responsibilities. Based on that review, in accordance with the Management Classification and Compensation Study, it is recommended that these positions be designated as "at will" positions.

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

On November 6, 2007, the Board of Supervisors approved a comprehensive Management Classification and Compensation study to be conducted by Johnson & Associates. The study was divided into two phases: a classification phase and a compensation phase. The classification phase resulted in the creation of a number of new classification titles, approval of a management titling system and changes to appropriate personnel policies including the designation of "at will positions". The classification phase of the study was approved by the Board on June 30, 2009. The study policies approved by the Board called for designating as "at will" all positions at the department head, assistant department head and division manager level and certain management positions in the County Executive Office and County Counsel's Office.

The two Deputy Director positions in the Human Resources Division of the County Executive Office have recently become vacant. In April 2010, Michael Willihnganz, Deputy Director of Employment and Compensation, resigned for other employment and Joanne Narloch, Deputy Director of Labor Relations, recently retired from the County. These positions are not currently designated as "at will," but the recent vacancies led staff to review the duties and responsibilities of the positions to determine if "at will" status was appropriate. Based on that review, staff determined that they should be classified as "at will" positions.

SUPPORTING DOCUMENTS

A . Resolution for Management Compensation Plan Changes

CEO Recommendation: Approve

Reviewed By: Britt Ferguson