



Agenda Date: 9/18/2007
Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Willihnganz for Gregersen, Mark - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Amend the Table and Index of Classes for the Community and Intergovernmental Affairs Division
of the County Executive Office

RECOMMENDATION

Human Resources Director requests the adoption of a resolution regarding the following for the Community and Intergovernmental Affairs Division of the County Executive Office, effective September 18, 2007:

1. Amend the Table and Index of Classes to add Staff Assistant-BOS.
2. Amend the appropriate personnel polices to add reference to the Staff Assistant-BOS.

EXECUTIVE SUMMARY

On June 26, 2007 the Board of Supervisors approved the final budget for Fiscal Year 07/08 which included the creation of the Community and Intergovernmental Affairs Division of the County Executive Office. This Division's responsibilities include the following: (1) coordinating the County's legislative analysis, advocacy and intergovernmental relations efforts, including preparing the County's legislative agenda and acting as liaison with the County's lobbyist in Sacramento; (2) providing staff support to members of the Board of Supervisors, including constituency relations and community liaison; (3) managing the County's affordable housing and community development block grant programs, including providing staff support to the Napa County Housing Authority; (4) managing the County's economic development activities and the allocation of funds to non-profit organizations providing visitor management and arts and culture programs; and (5) facilitating public outreach and community involvement for major initiatives, such as the General Plan update.

During the budget hearings the Board of Supervisors approved amending the Departmental Allocation List for the Community and Intergovernmental Affairs Division to add two confidential Staff Assistant-BOS positions to provide constituency relations and community liaison support to members of the Board of Supervisors. The proposed resolution adds the confidential classification of Staff Assistant-BOS to the Table and Index of Classes, effective September 18, 2007.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Community and Intergovernmental Affairs
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	A need was identified to create a new class in the County that would provide direct administrative support to the Board of Supervisors members. To that end, the new classification of Staff Assistant-BOS was approved by the Board of Supervisors during the FY 07/08 budget hearings. This item requests approval to add the Staff Assistant-BOS position to the Table and Index of Classes and other appropriate personnel polices.
Is the general fund affected?	Yes
Future fiscal impact:	The positions will be included in future fiscal years' budget requests.
Consequences if not approved:	Without approval of this resolution adding the Staff Assistant-BOS positions, the Board will not be provided constituency relations and community liaison support personnel.

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 June 26, 2007 the Board of Supervisors approved the final budget for Fiscal Year 07/08 which included the creation of the Community and Intergovernmental Affairs Division of the County Executive Office. This Division's responsibilities include the following: (1) coordinating the County's legislative analysis, advocacy and intergovernmental relations efforts, including preparing the County's legislative agenda and acting as liaison with the County's lobbyist in Sacramento; (2) providing staff support to members of the Board of Supervisors, including constituency relations and community liaison; (3) managing the County's affordable housing and community development block grant programs, including providing staff support to the Napa County Housing Authority; (4) managing the County's economic development activities and the allocation of funds to non-profit organizations providing visitor management, and arts and culture programs; and (5) facilitating public outreach and community involvement for major initiatives, such as the General Plan update.

During the budget hearings the Board of Supervisors approved amending the Departmental Allocation List for the Community and Intergovernmental Affairs Division to add two confidential Staff Assistant-BOS positions to provide constituency relations and community liaison support to members of the Board of Supervisors. An external market study of this class was conducted among our eight identified jurisdictions of comparison (Contra Costa County, Marin County, Monterey County, The City of Napa, Placer County, Santa Cruz County, Solano County and Sonoma County). The study revealed that there was a great deal of diversity in the duties and responsibilities assigned

to this class among the identified jurisdictions of comparison therefore, a market salary rate for this position could not be determined.

Human Resources also conducted a internal equity study. In the study the duties, knowledge, skills and abilities of the Staff Assistant-BOS class were compared with those of the Management Analyst I class and the Staff Services Analyst I class. The findings of the internal equity study showed that the the duties, knowledge, skills and abilities of the Staff Assistant-BOS class were very similar to those expected of the Staff Services Analyst I class. Therefore, Human Resources recommends that the salary of the Staff Assistant-BOS be aligned with that assigned to the Staff Services Analyst I class.

The Human resources Director recommends the adoption of the accompanying Resolution regarding changes to the Table and Index of Classes for the Community and Intergovernmental Affairs Division of the County Executive Office as listed in Exhibit "A", effective September 18, 2007.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton