



Agenda Date: 9/18/2007
Agenda Placement: 6P

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amendment to Departmental Allocation List - Public Works-Engineering

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for Public Works-Engineering deleting one (1) (S) Civil Engineer and adding one (1) (M) Principal Public Works Engineer, effective September 22, 2007.

EXECUTIVE SUMMARY

Human Resources has completed a classification study on a Civil Engineer position assigned to the Flood Control Project and is recommending this position be reclassified to a Principal Public Works Engineer to more accurately reflect the duties currently being performed by the incumbent.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The increased cost for the remainder of the current fiscal year is estimated at \$7400 and will be absorbed in the Flood Control Budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The position was studied and it has been determined that a reclassification is necessary to recognize the current duties assigned to this position.
Is the general fund affected?	No
Future fiscal impact:	Funding for this position will be included in the Flood Control Budget. If funding is no longer available, the position will be deleted.

Consequences if not approved: If this position is not approved, the employee would not be reclassified and the employee would continue to perform duties which are outside her classification.

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

Human Resources received a request for reclassification and completed an evaluation of the Civil Engineer position assigned to the Flood Control Project. At the time the incumbent began working in the Flood Control Project she reported to and took direction from a Principal Public Works Engineer and a City of Napa employee who was the Project Manager. In December 2005, the Principal Public Works Engineer assigned to the Flood Control Project retired and in 2006 the Project Manager retired and is currently contracting back to work only 10 hours per week. At the time the Principal Public Works Engineer retired, Public Works decided to delete the position and create a non-engineer position tasked with management of maintenance and operations activities, not engineering services. It had been assumed that the capital improvement activities of the Flood Control Project would diminish to the point where a high level engineering manager would no longer be needed. This assumption has not proven to be the case and an engineering manager is needed to provide administration and oversight of the engineering functions of the Flood Control Project.

With the deletion of the Principal Public Works Engineer position, the incumbent has assumed responsibility for planning, organizing, and administering the operations of the Flood Control Project. She operates under broad authority and administrative guidance and reports directly to the Director of Public Works. In this capacity she is tasked with the following:

- | coordinating the preparation of engineering plans, details, estimates, specifications and subsequent fieldwork;
- | overseeing construction and design activities for consistency with local goals and concerns;
- | coordinating the selection of engineering and architectural consultants and managing said professional contracts;
- | participating in the planning of the department budget and subsequent day-to-day monitoring;
- | acting as the County liaison on technical and policy coordination with utility companies and other public agencies at City, State and Federal levels;
- | interfacing with property owners, businesses, and the general public on technical issues involving the design, construction, and project impacts;
- | acting as the technical lead for property acquisition efforts; and
- | representing the Flood District at public meetings including Flood Control District Board, City Council, Planning Commission, Technical Advisory Panel, and other community groups.

Based upon the review of this position, Human Resources is recommending that the position be reclassified to a Principal Public Works Engineer to more accurately reflect the current duty assignment. As funding for this position is directly tied to the Flood Control Project, this position will be eliminated at the conclusion of the project. The County and Union have met to discuss this change and the Union will not contest the removal of this position from

the bargaining unit.

Pursuant to the Classification Policy adopted by the Board in July 2000, the Board must approve position allocations. Any salary adjustments will be effective the first pay period after Board approval. All additional costs shall be absorbed within the Flood Control budget.

It is recommended that the Board approve the reclassification request and the amendment to the Departmental Allocation List.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi