



Agenda Date: 9/20/2005
Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Karla Jensen for Mark Gregersen - Acting Director
Human Resources
REPORT BY: Helene Franchi, Management Analyst III, 253-4820
SUBJECT: Amend Departmental Allocation List and Table and Index for Corrections

RECOMMENDATION

Acting Human Resources Director requests adoption of a resolution regarding the following in connection with the Department of Corrections, effective September 24, 2005:

1. Amend the Departmental Allocation List to add one (1) Acting Director of Corrections;
2. Amend the Table and Index to add Acting Director of Corrections;
3. Amend appropriate policies to add Acting Director of Corrections; and
4. Appoint John Alexander, currently Assistant Director of Corrections, to the position of Acting Director of Corrections.

EXECUTIVE SUMMARY

The position of Director of Corrections became vacant on September 14, 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 Acting Human Resources Director recommends the Board allocate an Acting Director of Corrections position effective September 24, 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 Director of Corrections became vacant on September 14, 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 Acting Human Resources Director recommends the Board allocate an Acting Director of Corrections position effective September 24, 2005. Costs associated with the Acting Director of Corrections position will be paid out of salary savings from the vacant, regular, Director of Corrections position. Staff is recommending that John Alexander be appointed as the Acting Director of Corrections. He is currently performing these duties in his role as Assistant Director of Corrections but under County Personnel Rules cannot continue indefinitely to fill the position.

Staff in the County Executive Office will be coming to the Board in the next four to six weeks to begin the recruitment process. The Acting Director of Corrections position will be deleted from the Departmental Allocation List, Table and Index, and appropriate policies upon the successful recruitment and appointment of the Director of Corrections.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi