



Agenda Date: 12/15/2021
Agenda Placement: 7C

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Timothy Healy - General Manager
NS-General Manager Office
REPORT BY: Timothy Healy, General Manager - 258-6000
SUBJECT: Adoption of New or Revised Job Descriptions for Finance Director and Senior Accountant

RECOMMENDATION

Adopt Revised Job Description for Senior Accountant and Create new classification for Finance Director, all as recommended by the Personnel Committee.

EXECUTIVE SUMMARY

The recommended action will accomplish two things:

1. Revise the job description of the Senior Accountant.
2. Create a Finance Director position in lieu of the Director of Administrative Services, triggered by the vacancy created by the departure of the Director of Administrative Services.

No change in the number of staff is proposed. A revised Position Control Roster (Attachment A) is proposed for adoption to implement the proposed revisions. The proposed Organization Chart (Attachment B) is included and discussed in the BACKGROUND section below.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Both positions are included in the Administrative Services budget.

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	See BACKGROUND section following Fiscal Impact discussion
Is the general fund affected?	Yes
Future fiscal impact:	Overall, the proposed changes will reduce Salaries and Benefits in the Administrative Services Department. The salary for the Senior Accountant is as currently budgeted. The Finance Director is 2.5% below the Director of Administrative Services. The Accountant position is budgeted but will remain vacant.
Consequences if not approved:	The proposed revisions to existing job description will not be implemented.
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

In the Administrative Services Department, the budget and position control roster include the positions of Director of Administrative Services, Senior Accountant, and Accountant. We are proposing changes in responsibility and filling only two of those positions at this time. Specific information follows:

Finance Director - The departure of the Director of Administrative Services necessitates the replacement of this critical position. The position has been filled the past two years on an interim basis by the District's Senior Accountant. Some functions of the previous Director of Administrative Services position have been reassigned to other District departments. Public Outreach & Pollution prevention and Safety, Training, & Fleet Maintenance are now included in the Technical Services Department. The Human Resources Officer/Clerk of the Board reports directly to the General Manager. These changes are included in the revised job description. Proposed Salary Grade is 2.5% below the salary of the previous Director of Administrative Services position. It is anticipated that the current Senior Accountant will promote to the District's Finance Director. Representation will be changed from at-will into the Association of Management and Professionals of Napa Sanitation District (AMPNSD).

Senior Accountant - This is an existing position at the District. The District's Accountant will promote into the Senior Accountant position. The job description has been revised to reflect consolidation of responsibilities of the Senior Account and Accountant positions. Salary grade will remain at 225. This position is represented by the Association of Management and Professionals of Napa Sanitation District (AMPNSD.)

Other Information

The District's General Manager has met with the President of AMPNSD to discuss the proposed job descriptions and revisions. AMPNSD has indicated that the proposal is acceptable.

SUPPORTING DOCUMENTS

- A . Attachment A - Position Control Roster
- B . Attachment B - Organization Chart
- C . Finance Director Job Description (Redline)
- D . Finance Director Job Description (Clean)
- E . Senior Accountant Job Description (Redline)
- F . Senior Accountant Job Description (Clean)

Napa Sanitation District: Approve

Reviewed By: Timothy Healy