



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/26/2021

Agenda Placement: 7K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Christine Briceno - Interim Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Sheriff's Office

RECOMMENDATION

Interim Director of Human Resources and Napa County Sheriff request adoption of a resolution amending the Departmental Allocation List for the Sheriff's Office by deleting one 1.0 FTE Administrative Secretary I*, and adding on 1.0 FTE Administrative Secretary II - Confidential, effective February 6, 2021, with no net increase in full-time equivalents, and a slight impact to the County General Fund.

*Subsequent deletion after a competitive internal selection process to fill the requested position.

EXECUTIVE SUMMARY

The Napa County Sheriff's Office requested Human Resources study the current duties of an incumbent in the Administrative Secretary I classification. Consistent with the study findings, the Interim Director of Human Resources and the Napa County Sheriff request this action be approved to allow the assignment of duties to the appropriate classifications. Specifically, Human Resources recommends deleting a single allocation of Administrative Secretary I, and replacing it with the classification of Administrative Secretary II - Confidential. Having the proper classifications within the Administrative Office at the Napa County Sheriff's Office will allow staff to meet changing workload requirements.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No

What is the revenue source?	The requested actions are 100% funded by the County General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested action will allow management to appropriately assign work to the correct classification and will assist with efficiency within the office.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salaries and benefits for Fiscal Year 2020-2021 is estimated at \$3,965, which will be offset by salary savings due to existing vacancies. The estimated annualized cost is \$7,930 for future fiscal years, which will be budgeted accordingly.
Consequences if not approved:	If this request is not approved, management will be unable to assign key supervisory responsibilities, and Return to Work Program workload, to the desired classifications within the office.
County Strategic Plan pillar addressed:	Effective and Open Government
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

The Napa County Sheriff's Office requested Human Resources study the current duties of an incumbent in the Administrative Secretary I classification. Consistent with the study's findings, the Interim Director of Human Resources and the Napa County Sheriff request this action be approved to allow the assignment of duties to the appropriate classifications.

Human Resources' study recognizes that there is a need within the Administrative Office at the Napa County Sheriff's Office to add a classification that may supervise staff and coordinate the Return to Work Program. To meet these needs, Human Resources recommends adding a new allocation of Administrative Secretary II - Confidential, conducting a competitive internal promotional opportunity, then deleting one vacated allocation of Administrative Secretary I.

Therefore, the Interim Director of Human Resources and the Napa County Sheriff request adoption of a resolution amending the Departmental Allocation List for the Sheriff's Office, effective February 6, 2021, with no net increase in full-time equivalents, and a slight impact to the County General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Jose Luis Valdez