



Agenda Date: 11/1/2005
Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Acting Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amend Table & Index and Departmental Allocation List to Create At-Will Classification of Administrator of Alcohol and Drug Programs - HHSA

RECOMMENDATION

Acting Human Resources Director requests adoption of a resolution regarding the following actions in connection with the Substance Abuse Services Division of the Health and Human Services Agency, effective November 1, 2005:

1. Amend the Departmental Allocation List to add one (1) (M) Administrator of Alcohol & Drug Programs and delete one (1) (M) Behavioral Health Care Manager - Substance Abuse;
2. Amend the Table and Index to add Administrator of Alcohol & Drug Programs and delete Behavioral Health Care Manager - Substance Abuse; and
3. Amend appropriate policies to add Administrator of Alcohol & Drug Programs to the list of at-will Management Non-Classified (Other) classification and delete Behavioral Health Care Manager - Substance Abuse.

EXECUTIVE SUMMARY

Acting Human Resources Director and the Director of Health & Human Services request that the Board of Supervisor approve amending the Departmental Allocation List and the Table & Index in regards to deleting the Behavioral Health Care Manager - Substance Abuse classification and adding the new class of Administrator of Alcohol & Drug Programs to the list of at-will, Management Non-Classified (Other) classes. The requested action is cost neutral.

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 Health & Human Services Agency (HHS) has a vacancy in the classification currently known as Behavioral Health Care Manager - Substance Abuse and has requested that the Table & Index be amended to coincide with the State mandated function of Administrator of Alcohol & Drug Programs and reflect the standard industry nomenclature. Human Resources concurs that the proposed title change will increase job recognition amongst potential job candidates and clearly distinguish the duties and responsibilities assigned to the Manager of Alcohol & Drug Programs from other managerial positions within the Agency.

Consistent with the County's recent practice with regard to senior or highly sensitive management positions and as part of a County-wide effort to provide greater management accountability, this classification will be added to those positions classified in the Management Compensation and Salary Plan as Management Non-Classified (Other) and will be deemed at will.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey