



Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.napacounty.gov

Main: (707) 253-4580

Legislation Text

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TO: Board of Supervisors
FROM: Christine Briceño, Director of Human Resources
REPORT BY: Joy Cadiz, Senior Human Resources Analyst
SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Planning, Building & Environmental Services Department

RECOMMENDATION

Director of Human Resources and Director of Planning, Building & Environmental Services request adoption of a Resolution amending the Departmental Allocation List for the Planning, Building & Environmental Services Department by adding two 1.0 full-time equivalent (FTE) Environmental Health Specialists and two 1.0 FTE Office Assistant IIs - Limited Term, effective October 1, 2022 through June 30, 2025, with a net increase of two 1.0 FTE and a temporary net increase of two 1.0 FT - Limited Term, and an increase to the County General Fund.

EXECUTIVE SUMMARY

If approved, this request adds two 1.0 FTE Environmental Health Specialists to the Planning, Building & Environmental Services Department and two 1.0 FTE Office Assistant IIs - Limited Term through June 30, 2025.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: Within the land use team, an additional Environmental Health Specialist would improve permit processing times related to well and septic systems. Within the local enforcement agency team, an additional Environmental Health Specialist would provide support for a new Statewide organics diversion regulation. Within the Building Division, the additional limited term Office Assistants will assist staff with meeting the mandated response time to Public Records Act requests.

Is the general fund affected? Yes

Future fiscal impact: The increase in cost of salary and benefits for the remainder of the fiscal year is approximately \$267,100, of which approximately \$16,210 will impact the General Fund. The increased cost of salary and benefits for future fiscal years is approximately \$450,600, of which approximately \$27,060 will impact the General Fund. The increased cost of salaries and benefits for future fiscal years will be budgeted accordingly.

Consequences if not approved: Delays in processing times for a variety of permits and requests, some with mandated response times.

County Strategic Plan pillar addressed: Effective and Open Government

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 Planning, Building & Environmental Services Department is requesting the addition of four allocations: one 1.0 full-time equivalent (FTE) Environmental Health Specialist I/II for the Law Enforcement Agency, one 1.0 FTE Environmental Health Specialist for Land Use, and two 1.0 FTE Office Assistant IIs - Limited Term through June 30, 2025, for the Building Division.

The Law Enforcement Agency is responsible for enforcing State solid waste regulations within the County. At the beginning of 2022, SB 1383 became effective which triggered an increase in solid waste facility permitting for expansion and modifications related to regulatory compliance. There has also been an increase in Closed, Illegal, and Abandoned Sites (CIA). CIAs must comply with State Minimum Standards that require review, inspection, and oversight. The Environmental Health Specialist I/II will allow the Law Enforcement Agency team to carry out its duties accordingly. This position will be fully funded by fees and will not impact the County General Fund.

The Land Use team has seen an increase in workload due to the drought and the State will be implementing changes in the wastewater program. Both well permits and building projects related to fire rebuilds and other

construction have increased. The Environmental Health Specialist I/II will support the Land Use team by covering the workload that currently exceeds the team's capacity. This position is expected to be funded approximately 80% by fees and is expected to slightly impact the County General Fund by \$16,210 each fiscal year.

The Office Assistant IIs - Limited Term will allow PBES to make progress towards completion of a records digitization project which includes scanning and indexing physical documents and performing a quality check on the index of millions of already scanned documents. This would improve public access to online records and increase efficiency with staff response to Public Records Act requests which have a mandated response time and have significantly increased. These positions are expected to be fully funded through the Building Division Fund Balance and will not impact the County General Fund.

Therefore, the Director of Human Resources and the Director of Planning, Building & Environmental Services requests the addition of two 1.0 FTE Environmental Health Specialist I/II, and two 1.0 FTE Office Assistant IIs - Limited Term, effective October 1, 2022 through June 30, 2025, with a net increase of four FTEs, and an increase to the General Fund.