



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 Public Works Department

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**RECOMMENDATION**

Director of Human Resources and Director of Public Works request adoption of a Resolution amending the Departmental Allocation List for the Public Works Department, by adding one 1.0 FTE Maintenance Worker - Limited Term, effective October 1, 2022, through June 30, 2024, with a temporary net increase of 1.0 FTE, and a slight decrease to the County General Fund.

**EXECUTIVE SUMMARY**

If approved, this request adds one 1.0 full-time equivalent (FTE) Maintenance Worker I/II - Limited Term position to the Public Works Department in lieu of filling a vacant permanent Building Maintenance Worker allocation. The requested position is necessary to meet the maintenance needs for a limited period of time at the Calistoga Fairgrounds. The term will expire on June 30, 2024.

**FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	A Maintenance Worker is needed to perform a variety of groundskeeping duties for County properties, primarily the Calistoga Fairgrounds.
Is the general fund affected?	Yes

Future fiscal impact: The decrease in cost of salaries and benefits of the lower classification for the remainder of FY 2022-2023 is approximately \$35,000. The annualized decrease in cost of salaries and benefits for is estimated at \$45,500.

Consequences if not approved: There is a current need related to landscape maintenance and updates at the Calistoga Fairgrounds due to fire prevention standards, building security, and drought projects. These standards and projects will not be met timely if the request is not approved.

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**

Property Management is responsible for maintaining County property which includes both buildings and grounds. Building Maintenance Worker duties focus on building maintenance, while Maintenance Worker duties focus on grounds maintenance. There is a current need at the Calistoga Fairgrounds to implement grounds projects related to fire, seasonal and routine maintenance, and security around the administration building. These grounds projects are appropriate for a Maintenance Worker. Due to the current need for grounds maintenance over building maintenance, a Maintenance Worker - Limited Term is being requested to meet fire prevention standards and other grounds projects during a specific time frame.

Therefore, the Director of Human Resources and the Director of Public Works requests adoption of a Resolution amending the Departmental Allocation List for the Public Works Department, effective October 1, 2022, through June 30, 2024, with a temporary net increase of one 1.0 FTE, and a slight decrease to the General Fund.