



Napa County

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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 Probation Department

RECOMMENDATION

Director of Human Resources and Chief Probation Officer request adoption of a Resolution amending the Departmental Allocation List for the Probation Department, by adding one 1.0 full-time equivalent (FTE) Staff Services Analyst I/II and deleting one 1.0 FTE Staff Services Analyst I, effective September 3, 2022, with no increase in FTE, and a slight impact to the County General Fund.

EXECUTIVE SUMMARY

If approved, this request adds a 1.0 FTE Staff Services Analyst I/II and deletes a 1.0 FTE Staff Services Analyst I within the Probation Department.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This position will ensure compliance with Marsy's Law which requires that victims of crime be notified of public proceedings, involving the defendant, and that no fines/fees are paid by defendants before victims receive their restitution payments.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salaries and benefits for the remainder of Fiscal Year 2022-2023 is estimated at \$6,880. The annualized cost is estimated at \$121,400 and will be budgeted accordingly in future fiscal years.

Consequences if not approved:	If the addition of the Staff Services Analyst I/II is not approved, the County will not be able to meet the highly specialized needs of compliance with Marsy's Law, or effectively manage victim restitution.
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

As the Fiscal Year 2022-23 Recommended Budget was developed in early 2022, the Probation Department had a Limited Term Staff Services Analyst I position nearing expiration on June 30, 2022. Due to the nature of the assignment ensuring Marsy's Law compliance and managing victim restitution, the intention was to convert the position from Limited Term to Full Time, and allocate it as a Staff Services Analyst II. Due to an administrative oversight, the position was converted from Limited Term to Full Time, but not reallocated to a Staff Services Analyst II in the Fiscal Year 2022-23 Approved Budget.

Therefore, the Director of Human Resources requests the deletion of a 1.0 FTE Staff Services Analyst I, and the addition of a 1.0 FTE Staff Analyst I/II effective September 17, 2022, with no net increase of FTEs, and a slight impact to the General Fund.