



Napa County

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Legislation Text

File #: 23-0011, Version: 1

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 Assessor-Recorder-County Clerk's Office

RECOMMENDATION

Director of Human Resources and Assessor-Recorder-County Clerk request adoption of a Resolution amending the Departmental Allocation List for the Assessor-Recorder-County Clerk's Office by deleting one 1.0 full-time equivalent (FTE) Appraiser I, adding one 1.0 FTE Appraiser I/II, effective June 25, 2022, and adding one 1.0 FTE Mapping Technician - Limited Term, effective January 21, 2023 through June 30, 2024, with a net increase of 1.0 FTE, and no impact to the County General Fund.

EXECUTIVE SUMMARY

If approved, this request deletes a 1.0 FTE Appraiser I and adds a one 1.0 FTE Appraiser I/II, effective June 25, 2022, and one 1.0 FTE Mapping Technician - Limited Term, effective January 21, 2023 through June 30, 2024 to the Assessor-Recorder-County Clerk's Office.

The Appraiser I position was a limited term position that was approved to become a regular position during the budget hearings in June 2022. However due to an administrative oversight, the allocated level was not revised. The Mapping Technician position is needed as part of a Board of Supervisors approved software contract to convert Assessor maps to a Geographic Information System parcel fabric.

FISCAL & STRATEGIC PLAN IMPACT

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

Discretionary Justification:	The first requested action is due to an administrative oversight of a position allocation. The second requested action allows for current Assessor mapping staff to implement contracted for software through the end of the implementation phase on June 30, 2024, while the limited term position focuses on provided mandated assessor services.
Is the general fund affected?	No
Future fiscal impact:	The first requested action was accounted for during FY 2022-2023 budget hearings. The increased cost of salaries and benefits for future fiscal years will be budgeted accordingly. The second requested action is fully funded special revenue funds for the entire term, through June 30, 2024.
Consequences if not approved:	If the requested actions are not approved the appropriate level of classification will not be performing necessary duties, and contracted for software will not be implemented as scheduled, negatively impacting public access to records.
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 Assessor I position was initially approved as a limited term position effective August 24, 2021 through June 30, 2023. During the budget hearings in June 2022, this position was approved to become a regular full-time position, effective June 25, 2022. Due to an administrative oversight, the action did not include a change in allocation to Assessor I/II. This action corrects the oversight.

For the Mapping Technician - Limited Term request, this Board approved a software contract to convert Assessor maps to a Geographic Information System (GIS) parcel fabric. The conversion requires an increase in staff participation by Assessor mapping and ITS GIS staff during the implementation phase, through June 30, 2024. Existing workload in both agencies requires the addition of this limited term position to ensure that assessor mapping and GIS tasks are kept current during the implementation period. Conversion to GIS parcel fabric will reduce the workload for ITS GIS staff once fully implemented. Existing Assessor mapping staff will be able to handle their regular workload once implementation is completed.

Therefore, the Director of Human Resources and the Assessor-Recorder-County Clerk request the deletion of one 1.0 full-time equivalent (FTE) Appraiser I, the addition of one 1.0 FTE Appraiser I/II, effective June 25, 2022, and the addition of one 1.0 FTE Mapping Technician - Limited Term, effective January 21, 2023 through June 30, 2024, with a net increase of 1.0 FTE, and no impact to the County General Fund.