



Napa County

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Legislation Text

File #: 22-2263, 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 Table and Index of Classes, Appropriate Personnel Policies, and the Departmental Allocation List for the County Executive Office

RECOMMENDATION

Director of Human Resources and Interim County Executive Officer request adoption of a Resolution amending the Table and Index of Classes, Appropriate Personnel Policies, and the Departmental Allocation List for the County Executive Office by adding two 1.0 full-time equivalent (FTE) Deputy Clerk of the Board I/II/Senior, and one 1.0 FTE Deputy Clerk of the Board of Supervisors I/II, and deleting one 1.0 FTE Deputy Clerk of the Board of Supervisors and two 1.0 FTE Board Clerk I/II, effective January 21, 2023, with no increase in FTE, and no impact to the County General Fund.

EXECUTIVE SUMMARY

If approved, this request adds two 1.0 FTE Deputy Clerk of the Board I/II/Senior and one 1.0 FTE Deputy Clerk of the Board I/II, and deletes one 1.0 FTE Deputy Clerk of the Board of Supervisors and two 1.0 FTE Board Clerk I/II from the Department Allocation Listing for the County Executive Office, and amends the Table and Index of Classes and appropriate personnel policies.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	No
Is it currently budgeted?	Yes
Is the general fund affected?	No
Consequences if not approved:	Board Clerks will continue to be ineligible to attend professional association training.
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 County has learned that Board Clerk positions are not eligible for professional association training. The retitling of the position will allow staff to become eligible for training that is reserved for Clerk of the Board and Deputy positions which would benefit the County Executive Office, the Clerk of the Board, and enhance the services provided.

Therefore, the Director of Human Resources and the Interim County Executive Officer requests the addition of two 1.0 full-time equivalent (FTE) Deputy Clerk of the Board I/II/Senior and one 1.0 FTE Deputy Clerk of the Board of Supervisors I/II, and the deletion of one 1.0 FTE Deputy Clerk of the Board of Supervisors and two 1.0 FTE Board Clerk I/II, effective January 21, 2023, with no net increase in FTEs, no impact to the County General Fund, and amending the Table and Index of Classes and appropriate personnel policies to reflect these changes.