



A Tradition of Stewardship  
A Commitment to Service

**County Executive Office**  
Human Resources Division

1195 Third Street  
Suite 110  
Napa, CA 94559  
[www.NapaCountyCareers.com](http://www.NapaCountyCareers.com)

Main: (707) 253-4303  
Fax: (707) 253-8189

**Christine Briceño**  
Director of Human Resources

## ME M O R A N D U M

|                          |                                                 |
|--------------------------|-------------------------------------------------|
| To: Board of Supervisors | From: Joy Cadiz, Senior Human Resources Analyst |
|--------------------------|-------------------------------------------------|

|                     |                                                     |
|---------------------|-----------------------------------------------------|
| Date: July 22, 2022 | Re: BOS Agenda July 26, 2022<br>Consent Item No. 7O |
|---------------------|-----------------------------------------------------|

The item regarding amending the Departmental Allocation List for the Planning, Building & Environmental Services Department has been updated. Please substitute the attached Resolution with a revised Exhibit "A", indicating the Building Fund as the correct subdivision for the increase in allocated positions of a Code Compliance Officer.

Cc: Minh C. Tran  
Thomas C. Zeleny  
Neha Hoskins

**RESOLUTION NO. 2022-**

**RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS, STATE OF CALIFORNIA, AMENDING THE DEPARTMENTAL ALLOCATION LIST FOR THE PLANNING, BUILDING & ENVIRONMENTAL SERVICES DEPARTMENT, EFFECTIVE AUGUST 6, 2022.**

**WHEREAS**, Government Code section 25300 provides that the Board of Supervisors shall provide for the number, compensation, tenure, appointment and conditions of employment of county employees and that such action may be taken by ordinance or resolution; and

**WHEREAS**, section 2.100.280 of the Napa County Code provides that the number of positions and classifications in the Departmental Allocation List shall be established from time to time by resolution of the Board of Supervisors; and

**WHEREAS**, the Director of Human Resources recommends that the proposed changes to the Departmental Allocation List for the Planning, Building & Environmental Services Department, as set forth in Exhibit "A," be implemented.

**NOW, THEREFORE, BE IT RESOLVED**, that the Napa County Board of Supervisors hereby approves the changes to the Departmental Allocation List for the Planning, Building & Environmental Services Department, as set forth in Exhibit "A," effective August 6, 2022.

**[REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY]**

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED**  
by the Napa County Board of Supervisors, State of California, at a regular meeting of the Board  
held on the 26<sup>th</sup> day of July 2022, by the following vote:

AYES: SUPERVISORS \_\_\_\_\_

NOES: SUPERVISORS \_\_\_\_\_

ABSTAIN: SUPERVISORS \_\_\_\_\_

ABSENT: SUPERVISORS \_\_\_\_\_

NAPA COUNTY, a political subdivision of  
the State of California

By: \_\_\_\_\_  
RYAN GREGORY, Chair of the  
Board of Supervisors

|                                                                                                                              |                                                                                                                                                |                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <p>APPROVED AS TO FORM<br/>Office of County Counsel</p> <p>By: <i>Susan B. Altman, Deputy</i></p> <p>Date: July 15, 2022</p> | <p>APPROVED BY THE NAPA<br/>COUNTY<br/>BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>Deputy Clerk of the Board</p> | <p>ATTEST: NEHA HOSKINS<br/>Clerk of the Board of Supervisors</p> <p>By: _____</p> |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

## EXHIBIT A

Director of Human Resources requests approval to amend the Departmental Allocation List as follows:

| <b>Department</b>          | <b>Budget Unit</b> | <b>Position Control #</b> | <b>Class Title</b>          | <b>Effective Date</b> | <b>Change</b> |
|----------------------------|--------------------|---------------------------|-----------------------------|-----------------------|---------------|
| Planning Bldg & Env Svcs   | 17000              | 00000382                  | Planner III                 | 8/6/22                | -1.00         |
| PBES – Building Department | 21400              | 00000382                  | Code Compliance Officer III | 8/6/22                | +1.00         |