



# Napa County

## Board Agenda Letter

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Board of Supervisors

**Agenda Date:** 12/17/2024

**File ID #:** 24-2074

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**TO:** Board of Supervisors  
**FROM:** Christine Briceño, Director of Human Resources  
**REPORT BY:** Joy Cadiz, Staff Services Manager  
**SUBJECT:** Adoption of a Resolution Amending the Table and Index of Classes and Departmental Allocation List for Multiple Departments

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### **RECOMMENDATION**

Adopt a Resolution to amend the Table and Index of Classes and Departmental Allocation List for multiple departments as a result of a market equity study with no increase in full-time equivalents, effective December 21, 2024. (Fiscal Impact: \$362,200 Expense; Fund dependent on Department position allocation; Budgeted; Discretionary)

### **BACKGROUND**

In October 2023, the County contracted with Bryce Consulting to conduct a market equity study for management and confidential benchmark classifications. Human Resources also conducted an equity study for the remaining management and confidential classifications and a compaction study for all supervising classifications. Based on these studies and meetings with the County Executive Officer and department heads, several management, confidential, and represented classifications have been identified as requiring a salary range increase. Seven benchmark classifications were found lagging the market median by a range of approximately 4%-14% and are being updated to remain competitive with comparable agencies. Thirteen classifications are being updated to maintain internal alignment and equity, and four classifications are being updated to address resulting compaction issues. Compaction is defined as less than a 10% range between a supervisor/manager and their highest paid direct report.

During these studies, Human Resources reviewed the Table and Index of Classes, the County's position allocation listing, and position history details. A clean-up of the Table and Index of Classes is recommended to delete outdated classifications no longer used, update titles of classifications, and to reflect salary adjustments above and others previously approved by the Board of Supervisors.

For the Health & Human Services Agency, there are two title changes. First, the Deputy Director of HHSA - Aging & Disability is being updated to Deputy Director of HHSA - CSOA to reflect the widely used name of the Comprehensive Services for Older Adults (CSOA) division. Second, within HHSA's Behavioral Health Division, over the last few years Mental Health and Substance Use Disorders (SUDS) have merged into a cohesive Behavioral Health Division and a singular Assistant Deputy Director of Behavioral Health classification will be used instead of two separate classifications for SUDS and Behavioral Health.

For the Information Technology Services Division of the County Executive Office, the Deputy CIO - Infrastructure & Operations is being updated to Deputy CIO - Infrastructure & Operations/Chief Information Security Officer to reflect the information security role the classification is designated to perform.

For the Probation Department the current Probation Services Program Manager classification title is being updated to Probation Services Manager to simplify the title. No other changes are recommended.

Requested Action:

1. Adopt a Resolution amending the Table and Index of Classes, effective December 21, 2024 and amending the Departmental Allocation List for the Health and Human Services Agency, Information Technology Services Division, and Probation Department with no net increase to full-time equivalents, effective December 21, 2024.

**FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Individual County departments based on position allocation.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County contracted out the study of benchmark management and confidential classification and compensation to ensure competitive employee compensation and would like to implement the recommendations from the study along with recommendations from internal compensation studies.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2024-2025 is approximately \$181,100. The increased annualized cost of salary and benefits is approximately \$362,200 and will be budgeted for accordingly in future fiscal years.

Consequences if not approved:

If the recommended changes are not approved, certain management and confidential classification salary ranges will not be in alignment with the market median or other salary setting logic and there will be compaction between supervisors/managers and their highest paid subordinate employee.

**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.