



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 5/4/2021

File ID #: 21-135

TO: Board of Supervisors
FROM: Christine Briceno - Director of Human Resources
REPORT BY: Kevin Lemieux - Senior Human Resources Analyst - 253-4000
SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Sheriff's Office

RECOMMENDATION

Director of Human Resources and Sheriff request the adoption of a resolution amending the Departmental Allocation List for the Sheriff's Office, as follows, effective May 15, 2021, with no net increase in full-time equivalents, and a slight increase to the General Fund:

1. Delete one 1.0 FTE Evidence Technician.
2. Add one 1.0 FTE Evidence Specialist.

EXECUTIVE SUMMARY

The Sheriff requested that Human Resources conduct a reclassification study of an Evidence Technician position to determine if an incumbent was properly classified. A review of the completed Position Description Questionnaire, a desk audit, departmental interviews, and a review of classification specifications showed that the incumbent is performing duties that are outside the scope of the Evidence Technician job classification. If approved, this action will reclassify the incumbent to the Evidence Specialist classification.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification acknowledges that the incumbent has been performing a broader range of more complex responsibilities. This action is necessary to allow Sheriff's Office leadership to continue to assign specialist level duties.
Is the general fund affected?	Yes

Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2020-2021 for the proposed reclassification is estimated at \$2,846, which will be offset by salary savings. The increased annualized cost for this position is estimated at \$17,077, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the recommended reclassification is not approved, the incumbent's duties will have to be reassigned to another position in the department. Due to the current workload of other staff, this would create a significant hardship.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: Click or tap here to enter text.

BACKGROUND AND DISCUSSION

The Sheriff requested that Human Resources conduct a reclassification study of an Evidence Technician position to determine if an incumbent was properly classified. A review of the completed Position Description Questionnaire, a desk audit, departmental interviews, and a review of classification specifications showed that the incumbent is performing duties that are outside the scope of the Evidence Technician job classification. If approved, this action will reclassify the incumbent to the Evidence Specialist classification.

The incumbent performs a variety of specialized tasks involving crime scene processing, which includes the collection, recording, identification, and preservation of evidence. The incumbent is also a liaison with BODE Laboratories for DNA evidence analysis, including determining swabs to be analyzed, receiving and disseminating results to the Napa County Sheriff's Office and District Attorney's Office. These specialized tasks go beyond the scope of the Evidence Technician classification. After a review of Napa County classifications, it was determined that the incumbent is working within the Evidence Specialist classification. Therefore, it is recommended that the incumbent be reclassified to the classification of Evidence Specialist.

Therefore, the Director of Human Resources and Sheriff request the adoption of a resolution amending the Departmental Allocation List for the Sheriff's Office, as shown in "Exhibit A," effective May 15, 2021, with no net increase in full-time equivalents, and a slight increase to the General Fund.

SUPPORTING DOCUMENTS

Click or tap here to enter text.

CEO Recommendation: