



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 5/4/2021

File ID #: 21-191

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 County Policy Manual Part I: Section 37C-3

RECOMMENDATION

Director of Human Resources requests adoption of a resolution amending Napa County Policy Manual Part I: Section 37C-3, Management Compensation Plan - Management Non-Classified (Other), effective May 4, 2021 to include administrative edits to formatting and provide clarifications regarding effective dates for management classifications eligible to receive Certified Public Accountant (CPA) Premium Pay.

EXECUTIVE SUMMARY

The Napa County Policy Manual is periodically updated to reflect relevant changes, current practices and applicable laws and regulations, as well as to improve the clarity of the provisions. If approved, this request updates Napa County Policy Manual Part I: Section 37C-3, Management Compensation Plan - Management Non-Classified (Other), to include administrative edits to formatting and provide clarifications regarding effective dates for management classifications eligible to receive 5% Certified Public Accountant (CPA) Premium Pay.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	No
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: Click or tap here to enter text.

BACKGROUND AND DISCUSSION

In 2009, the Board approved a resolution implementing the classification phase of a Management Classification and Compensation Study conducted by Johnson & Associates. One of the recommendations of the study included moving the

Chief Fiscal Officer - HHSA classification to Napa County Policy Manual Part I: Section 37C-3, Management Compensation Plan - Management Non-Classified (Other), and adding Certified Public Accountant (CPA) Premium Pay, effective July 11, 2009. If approved, this request updates Napa County Policy Manual Part I: Section 37C-3, Management Compensation Plan - Management Non-Classified (Other), to include administrative edits to formatting and provides clarifications regarding effective dates for management classifications eligible to receive 5% CPA Premium Pay.

Therefore, the Director of Human Resources requests adoption of a resolution amending Napa County Policy Manual Part I: Section 37C-3, Management Compensation Plan - Management Non-Classified (Other), effective May 4, 2021, as shown in Exhibits "A."

SUPPORTING DOCUMENTS

Resolution

CEO Recommendation: