



# Napa County

## Board Agenda Letter

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Board of Supervisors

**Agenda Date:** 5/4/2021

**File ID #:** 21-191

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**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

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### **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: