File #: 22-1268, **Version:** 1

TO: Board of Supervisors

FROM: Christine Briceño, Director of Human Resources

REPORT BY: Joy Cadiz, Senior Human Resources Analyst

SUBJECT: Resolution Amending the Napa County Policy Manual Part I: Section 37C-4

RECOMMENDATION

Director of Human Resources requests adoption of a Resolution amending Napa County Policy Manual Part I: Section 37C-4, Management Compensation Plan - Confidential, effective June 25, 2022, to include administrative edits to formatting and language, and designation of an additional Information Systems Specialist I/II allocation as Confidential.

EXECUTIVE SUMMARY

If approved, the requested action will update the Napa County Policy Manual Part I: Section 37C-4, Management Compensation Plan - Confidential, to include administrative edits to formatting and language, and designation of a newly added Information Systems Specialist I/II allocation assigned to broadband project management within the County Executive Office, as Confidential.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
What is the revenue source?	Grant funding and/or ARPA
Is the activity Mandatory or Discretionary?	Discretionary
Discretionary Justification	The policy change is necessary to appropriately designate a newly approved Information Systems Specialist I/II position allocated to the County Executive Office.
Is the General Fund affected?	No
Future fiscal impact	Under the current Management Compensation Plan - Confidential, Confidential employees receive $3,600 per year.
Consequences if not approved	If not approved, the newly added Information Specialist I/II allocation assigned to the County Executive Office will be improperly designated.
County Strategic Plan pillar addressed:	Effective and Open Government

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.

BACKGROUND AND DISCUSSION

The Napa County Executive Office is coordinating with the Napa County Broadband Action Team to ensure deployment and completion of the Napa County backhaul/middle mile extensions and last mile infrastructure broadband development projects. A new 1.0 full-time equivalent Information Systems Specialist I/II position has been allocated to the County Executive Office to serve as the point-person of the broadband project in the Fiscal Year 2022-2023 requested budget.

Per County Policy, “Any employee other than management, management non-classified or management non-classified (other) who, in the course of performing his/her duties, has access to confidential information relating to the County’s administration of employer-employee relations” meets the definition of “Confidential.” This new Information Systems Specialist I/II position in the County Executive Office will be tasked with accessing confidential information relating to the County’s administration of employer -employee relations. The position will also be a member of the team working with the County Executive Office where all positions are considered confidential.

Therefore, the Director of Human Resources recommends amending Napa County Policy Manual Part I: Section 37C-4, Management Compensation Plan - Confidential, effective June 25, 2022, as shown in Exhibit "A."

powered by Legistar™