



## Legislation Text

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**File #:** 21-924, **Version:** 1

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**TO:** Board of Supervisors  
**FROM:** Christine Briceño - Director of Human Resources  
**REPORT BY:** Kevin Lemieux - Senior Human Resources Analyst  
**SUBJECT:** Resolution Amending the Departmental Allocation List for the Environmental Health Division of the Planning, Building, and Environmental Services Department

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### RECOMMENDATION

Director of Human Resources and Director of Planning, Building and Environmental Services request adoption of a Resolution amending the Departmental Allocation List for the Environmental Health Division of the Planning, Building, and Environmental Services Department, as follows, effective October 2, 2021, with no net increase in full-time equivalents, and a slight increase to the General Fund:

1. Delete one 1.0 FTE Senior Office Assistant.
2. Add one 1.0 FTE Administrative Secretary I.

### EXECUTIVE SUMMARY

The Director of Planning, Building, and Environmental Services requested that Human Resources conduct a reclassification study of a Senior Office Assistant's 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 Senior Office Assistant job classification. If approved, this action will reclassify the incumbent to the Administrative Secretary I 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 administrative responsibilities. This action is necessary to allow Planning, Building, and Environmental Services

	Department leadership to continue to assign duties at this level.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2021-2022 for the proposed reclassification is estimated at \$1,919, which will be offset by salary savings. The increased annualized cost for this position is estimated at \$2,558 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: 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 Director of Planning, Building, and Environmental Services (PBES) requested that Human Resources conduct a reclassification study of a Senior Office Assistant's 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 Senior Office Assistant job classification. If approved, this action will reclassify the incumbent to the Administrative Secretary I classification.

The incumbent performs a variety of specialized administrative tasks including: onboarding and exiting committee members, preparing Planning Commission materials, posting minutes, agendas, and managing the PBES SharePoint page, planning for ad-hoc meetings, and collaborating with Information Technology Services to convert and post meeting videos online. After a review of Napa County classifications, it was determined that the incumbent is working within the Administrative Secretary I classification. Therefore, it is recommended that the incumbent be reclassified to the classification of Administrative Secretary I.

Therefore, the Director of Human Resources and the Director of PBES request the adoption of a Resolution amending the Departmental Allocation List for the Environmental Health Division of the Planning, Building, and Environmental Services Department, as shown in "Exhibit A," effective October 2, 2021, with no net increase in full-time equivalents, and a slight increase to the General Fund.

### **SUPPORTING DOCUMENTS**

Resolution