



Napa County

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Legislation Text

File #: 21-1306, **Version:** 1

TO: Board of Supervisors
FROM: Christine Briceño - Director of Human Resources
REPORT BY: Kevin Lemieux - Staff Services Manager
SUBJECT: Resolution Amending the Departmental Allocation List for the Agricultural Commissioner's Office

RECOMMENDATION

Director of Human Resources and Agricultural Commissioner request adoption of a Resolution amending the Departmental Allocation List for the Agricultural Commissioner's Office, as follows, effective December 7, 2021, with no net increase in full-time equivalents, and no increase to the General Fund:

1. Delete one 1.0 FTE Ag/Weights & Measures Inspector I/II/III.*
2. Add one 1.0 FTE Ag/Weights & Measures Inspector IV.

*Delete upon subsequent vacancy.

EXECUTIVE SUMMARY

If approved, this action will delete an Ag/Weights & Measures Inspector I/II/III position in the Agricultural Commissioner's Office, following a competitive recruitment and selection process to fill the requested Ag/Weights & Measures Inspector IV position.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested action will allow the Agricultural Commissioner's Office to have a new lead worker resource within the Weights & Measures Program to provide training, mentoring, and oversight to Ag/Weights & Measures Inspector I/II/III incumbents.
Is the general fund affected?	No
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2021-2022 for the proposed action is estimated at

	\$4,446. The increased annualized cost is estimated at \$8,892 and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the requested action is not approved, Agricultural Commissioner's Office will not have ideal staffing levels to support the operations of the Weights & Measures Program.
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

Following a review of the organizational structure within the Agricultural Commissioner's Office, Human Resources determined that all programs within the Office, except Weights & Measures, were staffed with an Ag/Weights & Measures Inspector IV to work in a lead capacity. This includes the Pest Exclusion, Pest Detection and Pesticide Use Enforcement Programs.

If the requested action is approved, an Ag/Weights & Measures Inspector IV position will be allocated to the Weights & Measures Program to work as a lead, to report to the Program Deputy, support planning, facilitate staff training, and provide internal oversight to existing staff. Human Resources determined this structure is consistent with comparable agencies. The new Ag/Weights & Measures Inspector IV position would be filled through a competitive recruitment and selection process, and the vacated Ag/Weights & Measures Inspector I/II/III subsequently deleted. Increased revenue collected for device registrations will offset any additional salary and benefits costs tied to this request.

Therefore, the Director of Human Resources and the Agricultural Commissioner request the adoption of a Resolution amending the Departmental Allocation List for the Agricultural Commissioner's Office, as shown in "Exhibit A," effective December 7, 2021, with no net increase in full-time equivalents, and a no increase to the General Fund.

SUPPORTING DOCUMENTS

Resolution