



## Legislation Text

---

**File #:** 21-923, **Version:** 1

---

**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 Two Divisions of the County Executive Office

---

### RECOMMENDATION

Director of Human Resources and County Executive Officer request adoption of a Resolution amending the Departmental Allocation List for multiple divisions of the County Executive Office, as follows, effective September 28, 2021, with no net increase in full-time equivalents, and a slight decrease to the General Fund:

1. Delete one 1.0 FTE Training and Organizational Development Officer.
2. Add one 1.0 FTE Staff Services Manager.

### EXECUTIVE SUMMARY

If approved, the requested action deletes a vacant Training and Organizational Development (OD) Officer position from the County Executive Office and reallocates it to the Human Resources Division as a Staff Services Manager. OD functions and budget are now being decentralized amongst individual departments, and it was determined that the remaining countywide training initiatives and tracking should be fulfilled by the Human Resources Division.

### 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 Human Resources to establish a new general administrative lead role that will also be able to track employee compliance with various mandated trainings across all departments.
Is the general fund affected?	Yes
Future fiscal impact:	The decreased cost of salary and benefits for the remainder of

Fiscal Year 2021-2022 for the proposed action is estimated at \$5,054. The decreased annualized cost for this position is estimated at \$6,739 and will be budgeted accordingly in future fiscal years.

Consequences if not approved:

If the requested action is not approved, Human Resources will not have adequate staffing to assume the countywide training functions and will not have a general administrative lead within the Division for other critical activities.

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**

Napa County Training and Organizational Development (OD) functions were previously centralized within the County Executive Office. However, following the resignation of the incumbent Training and Organizational Development Officer, it was determined that OD initiatives would be more effective for individual departments if those functions and budgets became decentralized. This would allow each department to identify and address any OD needs directly. Additionally, Countywide training and tracking at most agencies typically originates from their Human Resources Department.

If approved, the requested action will delete the vacant Training and Organizational Development Officer position and reallocate it to the Human Resources Division of the County Executive Office as a Staff Services Manager. This will give the Director of Human Resource oversight over critical countywide training efforts, such as Anti-Harassment Training for Supervisors and Managers, and Anti-Harassment Training for All Employees. This action will also allow the Human Resources Director to assign the Division's administrative lead functions to a Staff Services Manager position, a classification the Division does not currently have.

Therefore, the Director of Human Resources and County Executive Officer request the adoption of a Resolution amending the Departmental Allocation List for the Human Resources Division of the County Executive Office, as shown in "Exhibit A," effective September 28, 2021, with no net increase in full-time equivalents, and a slight decrease to the General Fund.

### **SUPPORTING DOCUMENTS**

Resolution