



Legislation Text

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**TO:** Board of Supervisors  
**FROM:** Christine Briceno - Director of Human Resources  
**REPORT BY:** Kevin Lemieux - Staff Services Manager  
**SUBJECT:** Adoption of a Resolution Amending the Table and Index of Classes and the Departmental Allocation List for Multiple Divisions of the County Executive Office

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**RECOMMENDATION**

Director of Human Resources and County Executive Officer request adoption of a Resolution amending the Table and Index of Classes and the Departmental Allocation List for multiple divisions of the County Executive Office, as outlined in "Exhibit A," effective March 5, 2022, with a net increase of 0.3 full-time equivalents, and a slight impact to the County General Fund.

**EXECUTIVE SUMMARY**

If approved, the requested actions will adjust compensation for the Vegetation Management Aide classification, provide additional support for various projects within the Human Resources Division, and replace an outdated classification within the Information Technology Services Division.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 actions are necessary to properly equip the County Executive Office (CEO) with the skillsets it needs to meet changing demands related to fires, the pandemic response, and the changing organizational structure within its divisions.
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 \$10,774. The increased annualized cost of salaries and benefits is estimated at \$44,094 and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If these changes are not approved, the CEO's Office will not have a market competitive salary to recruit Vegetation Management Aides, and Human Resources and Information Technology Services will not have the proper staffing mix to meet new and rapidly changing requirements related to COVID-19 and other projects.
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 requested actions by the County Executive Office (CEO) are summarized below.

County Executive Office - If approved, the requested action will increase the hourly rate of Vegetation Management Aides from \$20/hour to \$24/hour. This salary was studied by Human Resources and is consistent with the level of compensation needed to attract quality candidates. The Vegetation Management Aide is an Extra Help only classification, and provides a critical service to homeowners in Napa County that may have increased fire risk due to overgrown brush and other fire fuels on their properties.

Human Resources Division - The Human Resources Division is seeking to increase a vacant Human Resources Assistant position from a 0.7 FTE to 1.0 FTE. If approved, the additional capacity will allow the new incumbent to give critical support to the implementation of workplace COVID-19 requirements, provide administrative support to the Leaves Program, and will act as an additional resource within the Division to assist with the implementation of the new Enterprise Resource Planning software.

Information Technology Services (ITS) Division - The requested action deletes the current Communications Manager position following a subsequent competitive recruitment process, then replaces it with an Information Systems Manager. In recent years, the technology under the responsibility of the Communications Manager has changed dramatically. Telephony and radio infrastructure systems of Napa County are now controlled via advanced software, hardware, and network infrastructure that requires a high level of technical competency to design, build, and manage. Subsequently, the management of advanced technologies is similar to other Information Systems Manager positions within ITS, and is a more appropriate classification than

Communications Manager.

Therefore, the Director of Human Resources and County Executive Officer requests adoption of a Resolution amending the Table and Index of Classes and the Departmental Allocation List for multiple divisions of the County Executive Office, as outlined in “Exhibit A,” effective March 5, 2022, with a net increase of 0.3 full-time equivalents and a slight impact to the County General Fund.