



Napa County

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Legislation Text

File #: 23-0200, Version: 1

TO: Board of Supervisors

FROM: Christine Briceño, Director of Human Resources

REPORT BY: Joy Cadiz, Senior Human Resources Analyst

SUBJECT: Introduction and Intention to Adopt an Ordinance Granting Authority to the Director of Human Resources to Temporarily Increase Departmental Positions.

RECOMMENDATION

PUBLIC HEARING 9:00 AM

Director of Human Resources requests the introduction and intent to adopt an Ordinance amending Title 2 (Administration and Personnel) Article III (Terms of Employment) and adding new language to Section Chapter 2, Section 100.180 (Appointments) of the Napa County Code regarding limited-term appointments.

EXECUTIVE SUMMARY

The draft ordinance proposes to add new sections to Napa County Code 2.100.280:

E. If an employee is absent from the workplace due to a personal or industrial illness, injury, or disability and, the Director of Human Resources, the County Executive Officer, and the Department Head determine that it is necessary to appoint an employee to fill that position, the Director of Human Resources has the authority to create a new limited term position for up to one year to ensure continuity of services.

F. If the Director of Human Resources, the County Executive Officer, and the Department Head all determine that there is a compelling reason that a future retiree train their replacement prior to that employee's retirement date, the Director of Human Resources has the authority to create a new limited term position for up to six months to provide that training.

PROCEDURAL REQUIREMENTS

1. Open Public Hearing.

2. Staff reports.
3. Public comments.
4. Close Public Hearing.
5. Motion, second, discussion, and vote on intention to adopt the ordinance.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	No
Is the general fund affected?	No
Consequences if not approved:	Departments will continue to experience delays in hiring for limited term positions for retirements and extended leaves of absence when expediency is necessary.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The adoption of this ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15061(b)(3) (there is no possibility the activity in question may have a significant effect on the environment).

BACKGROUND AND DISCUSSION

Currently, for a limited term position allocation to be added to a Department Allocation Listing, the department head must obtain initial approval from the County Executive Office and Human Resources. Once initial approval is granted, Human Resources prepares a staff report and resolution which is reviewed by County Counsel, and then submitted to the Clerk of the Board for inclusion on a Board of Supervisors' meeting agenda for approval. The process is lengthy, driven by early deadlines, and involves staff from multiple departments.

For certain requests where timing is critical, the current process can be improved. Human Resources has identified two types of requests that warrant a streamlined and condensed process: 1) when an employee has announced their retirement from the County and the department has a compelling reason that the retiree should train their replacement prior to their retirement date; and 2) when an employee is absent from the workplace due to illness, injury, or disability, and the Director of Human Resources, the County Executive Officer, and the Department Head determine it is necessary for the department to hire additional staff to continue to provide services. Each limited term position granted shall last for a maximum term of 13 pay periods (approximately 6 months) from the date of hire for retirement and a maximum term of 26 pay periods (approximately 1 year) for extended leaves of absence.

Therefore, the Director of Human Resources requests the introduction and intent to adopt an Ordinance

amending Title 2 (Administration and Personnel) Article III (Terms of Employment) and adding new language to Section Chapter 2, Section 100.180 (Appointments) of the Napa County Code regarding limited-term appointments.