



Napa County

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Legislation Text

File #: 23-0212, **Version:** 1

TO: Board of Supervisors

FROM: Christine Briceño, Director of Human Resources

REPORT BY: Joy Cadiz, Senior Human Resources Analyst

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Corrections Department

RECOMMENDATION

Director of Human Resources and Director of Corrections request adoption of a Resolution amending the Departmental Allocation List for the Napa County Department of Corrections, by adding one 1.0 FTE Cook III, effective February 18, 2023, and one 1.0 FTE Cook III - Limited Term effective February 18, 2023 through June 30, 2024, and deleting one 1.0 FTE Cook II, effective February 18, 2023, and one 1.0 FTE Cook II - Limited Term effective February 18, 2023 through June 30, 2024, with no increase to FTE, and a slight increase to the County General Fund.

EXECUTIVE SUMMARY

If approved, this request adds one 1.0 full-time equivalent (FTE) Cook III and one 1.0 FTE Cook III - Limited Term and deletes one 1.0 FTE Cook II and one 1.0 FTE Cook II - Limited Term from the Napa County Department of Corrections, effective February 18, 2023. The limited term position will expire on June 30, 2024.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	Human Resources conducted a Classification Study in response to a Reclassification Request from a Cook II in Corrections and found, based on the duties performed, that the Cook II is working outside of their current classification.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salaries and benefits for the remainder of the fiscal year is estimated at \$1,729. The annualized cost of salary and benefits is estimated at \$6,097, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the positions are not reallocated to the Cook III level, then duties assigned to the Cook II will have to be reassigned to someone else. Due to current staffing levels, this would be difficult.
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

In response to a Reclassification Request, Human Resources conducted a Classification Study to determine if a Napa County Department of Corrections (NCDC) Cook II was properly classified. The classification study revealed that all Cook II positions, allocated to NCDC, were performing duties outside of the Cook II classification. To remedy this, and ensure the appropriate classification is performing the necessary duties, Human Resources recommended, and NCDC agreed, to reallocate all of their regular and extra help Cook positions to the Cook III level.

Therefore, the Director of Human Resources and the Director of Corrections requests adoption of a Resolution amending the Departmental Allocation List for the Napa County Department of Corrections, effective February 18, 2023, with no increase in full-time equivalents, and a slight increase to the General Fund.