



# Napa County

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## Legislation Text

File #: 22-1268, Version: 1

**TO:** Board of Supervisors  
**FROM:** Christine Briceño, Director of Human Resources  
**REPORT BY:** Joy Cadiz, Senior Human Resources Analyst  
**SUBJECT:** Resolution Amending the Napa County Policy Manual Part I: Section 37C-4

### RECOMMENDATION

Director of Human Resources requests adoption of a Resolution amending Napa County Policy Manual Part I: Section 37C-4, Management Compensation Plan - Confidential, effective June 25, 2022, to include administrative edits to formatting and language, and designation of an additional Information Systems Specialist I/II allocation as Confidential.

### EXECUTIVE SUMMARY

If approved, the requested action will update the Napa County Policy Manual Part I: Section 37C-4, Management Compensation Plan - Confidential, to include administrative edits to formatting and language, and designation of a newly added Information Systems Specialist I/II allocation assigned to broadband project management within the County Executive Office, as Confidential.

### FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
What is the revenue source?	Grant funding and/or ARPA
Is the activity Mandatory or Discretionary?	Discretionary
Discretionary Justification	The policy change is necessary to appropriately designate a newly approved Information Systems Specialist I/II position allocated to the County Executive Office.
Is the General Fund affected?	No
Future fiscal impact	Under the current Management Compensation Plan - Confidential, Confidential employees receive \$3,600 per year.
Consequences if not approved	If not approved, the newly added Information Specialist I/II allocation assigned to the County Executive Office will be improperly designated.
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 Napa County Executive Office is coordinating with the Napa County Broadband Action Team to ensure deployment and completion of the Napa County backhaul/middle mile extensions and last mile infrastructure broadband development projects. A new 1.0 full-time equivalent Information Systems Specialist I/II position has been allocated to the County Executive Office to serve as the point-person of the broadband project in the Fiscal Year 2022-2023 requested budget.

Per County Policy, “Any employee other than management, management non-classified or management non-classified (other) who, in the course of performing his/her duties, has access to confidential information relating to the County’s administration of employer-employee relations” meets the definition of “Confidential.” This new Information Systems Specialist I/II position in the County Executive Office will be tasked with accessing confidential information relating to the County’s administration of employer-employee relations. The position will also be a member of the team working with the County Executive Office where all positions are considered confidential.

Therefore, the Director of Human Resources recommends amending Napa County Policy Manual Part I: Section 37C-4, Management Compensation Plan - Confidential, effective June 25, 2022, as shown in Exhibit "A."