



# Napa County

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## Legislation Text

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**File #:** 23-0107, **Version:** 1

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**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 Table and Index of Classes and the Departmental Allocation List for the Local Area Formation Commission of Napa County

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### **RECOMMENDATION**

Director of Human Resources request adoption of a Resolution amending the Table and Index of Classes and the Departmental Allocation List for the Local Area Formation Commission of Napa County (LAFCO), as follows, effective February 4, 2023, with a slight increase of full-time equivalents, and no impact to the County General Fund:

1. Amend the Table and Index of Classes by adding LAFCO Clerk/Junior Staff Analyst; and
2. Amend the Departmental Allocation List for the LAFCO by deleting one 0.75 full-time equivalent (FTE) Secretary and adding one 1.0 FTE LAFCO Clerk/Junior Staff Analyst.

### **EXECUTIVE SUMMARY**

If approved, this request amends the Table and Index of Classes and Departmental Allocation List by deleting one 0.75 FTE Secretary and adding one 1.0 FTE LAFCO Clerk/Junior Staff Analyst position to the Local Area Formation Commission of Napa County, effective February 4, 2023.

### **FISCAL & STRATEGIC PLAN IMPACT**

|                                   |               |
|-----------------------------------|---------------|
| Is there a Fiscal Impact?         | Yes           |
| Is it currently budgeted?         | Yes           |
| Is it Mandatory or Discretionary? | Discretionary |

|   |  |
|---|--|
| Discretionary Justification:            | Historically, LAFCO has employed a part-time Secretary in addition to an analyst and the Director. The needs of the agency have evolved, and each staff member should have various skills to ensure continuity of services, should any of the limited number of staff members be away from work. The creation of the new LAFCO Clerk/Junior Staff Analyst would meet this need as well as help with succession planning. |
| Is the general fund affected?           | No   |
| Future fiscal impact:                   | The increase in cost of salary and benefits for the LAFCO Clerk/Junior Staff Analyst position is approximately \$15,528 for the remainder of the fiscal year, and has been approved by the Local Area Formation Commission Board. The increased cost of salaries and benefits for future fiscal years is approximately \$40,373 and will be budgeted and allocated accordingly.  |
| Consequences if not approved:           | The tasks assigned to the LAFCO may become delayed, due to inappropriate staffing levels and classifications.  |
| 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 LAFCO Office was organized 22 years ago and included an Executive Officer, Staff Analyst, and a part-time Secretary. The daily needs of the office have evolved since then and the duties within the Secretary classification specification are not broad enough to provide the same level of service or succession planning.

In addition to the full range of secretarial and office tasks, a junior analyst position will perform analysis of local governmental services. The additional duties, along with the difficulty in recruiting for part-time positions, justifies the increase in FTE.

Therefore, the Director of Human Resources requests the addition of one 1.0 FTE LAFCO Clerk/Junior Staff Analyst and the deletion of one 0.75 FTE Secretary, effective February 4, 2023, with a slight increase of FTEs, and amending the Table and Index of Classes to reflect the addition of the LAFCO Clerk/Junior Staff Analyst.

LAFCO invoices each of the member agencies a portion of its annual operating expenses and the County will be allocated its share of the increased expenses in future fiscal years.