

**RESOLUTION NO. 2025-**

**RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS, STATE OF CALIFORNIA, AMENDING THE DEPARTMENTAL ALLOCATION LIST FOR INFORMATION TECHNOLOGY SERVICES, A DIVISION OF THE COUNTY EXECUTIVE OFFICE, EFFECTIVE JANUARY 18, 2025**

**WHEREAS**, Government Code section 25300 provides that the Board of Supervisors shall provide for the number, compensation, tenure, appointment and conditions of employment of county employees and that such action may be taken by ordinance or resolution; and

**WHEREAS**, Napa County Code section 2.100.280 provides that the Board of Supervisors establishes the number of positions and classifications in the Departmental Allocation List by resolution; and

**WHEREAS**, the Director of Human Resources recommends that the proposed changes to the Departmental Allocation List for Information Technology Services, a Division of the County Executive Office, be implemented as set forth in Exhibit "A."

**NOW, THEREFORE, BE IT RESOLVED**, that effective January 18, 2025, the Napa County Board of Supervisors hereby approves the changes to the Departmental Allocation List for Information Technology Services, a Division of the County Executive Office, as set forth in Exhibit "A."

**[REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY]**

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED**  
 by the Napa County Board of Supervisors, State of California, at a regular meeting of the Board  
 held on the 14<sup>th</sup> day of January 2025, by the following vote:

AYES: SUPERVISORS \_\_\_\_\_

NOES: SUPERVISORS \_\_\_\_\_

ABSTAIN: SUPERVISORS \_\_\_\_\_

ABSENT: SUPERVISORS \_\_\_\_\_

NAPA COUNTY, a political subdivision of  
 the State of California

By: \_\_\_\_\_  
 ANNE COTTRELL, Chair of the  
 Board of Supervisors

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| <p>APPROVED AS TO FORM<br/>         Office of County Counsel</p> <p>By: <i>Susan B. Altman</i>, Deputy</p> <p>Date: December 16, 2024</p> | <p>APPROVED BY THE NAPA<br/>         COUNTY<br/>         BOARD OF SUPERVISORS</p> <p>Date:</p> <p>Processed By:<br/>         _____<br/>         Deputy Clerk of the Board</p> | <p>ATTEST: NEHA HOSKINS<br/>         Clerk of the Board of Supervisors</p> <p>By: _____</p> |
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## EXHIBIT A

Director of Human Resources requests approval of the following actions to amend the Departmental Allocation List:

| Department                      | Budget Unit | Position Control # | Class Title   | Effective Date | Change |
|---------------------------------|-------------|--------------------|---|----------------|--------|
| Information Technology Services | 4200011     | 1011597            | Senior Office Assistant<br>(Limited Term through 5/25/2025) | 1/18/2025      | -1.0   |
| Information Technology Services | 4200011     | 1011597            | Senior Office Assistant                                     | 1/18/2025      | +1.0   |