

**RESOLUTION NO. 2023-**

**RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS, STATE OF CALIFORNIA, AMENDING THE TABLE AND INDEX OF CLASSES AND APPROPRIATE PERSONNEL POLICIES AND THE DEPARTMENTAL ALLOCATION LIST FOR THE PROBATION DEPARTMENT, EFFECTIVE DECEMBER 9, 2023.**

**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**, section 2.100.280 of the Napa County Code provides that the number of positions and classifications in the Departmental Allocation List shall be established from time to time by resolution of the Board of Supervisors; and

**WHEREAS**, Napa County Code section 2.100.270 provides that the “Table and Index” may be amended by Board of Supervisors resolution; and

**WHEREAS**, the Director of Human Resources recommends that the proposed changes to the Table and Index of Classes, and the Department Allocation List for the Probation Department as set forth in Exhibit “A,” be implemented.

**NOW, THEREFORE, BE IT RESOLVED**, that the Napa County Board of Supervisors hereby approves the changes to the Table and Index of Classes and appropriate personnel policies, and Department Allocation List for the Probation Department, as set forth in Exhibit “A,” effective December 9, 2023.

**[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 5<sup>th</sup> day of December 2023, by the following vote:

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

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

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

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

NAPA COUNTY, a political subdivision of  
 the State of California

By: \_\_\_\_\_  
 BELIA RAMOS, Chair of the  
 Board of Supervisors

<p>APPROVED AS TO FORM          Office of County Counsel</p> <p>By: <i>Susan B. Altman</i>, Deputy</p> <p>Date: November 20, 2023</p>	<p>APPROVED BY THE NAPA          COUNTY          BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS          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, effective December 9, 2023:

1. Amend the Table and Index of Classes as follows:
  - a. Add:  
  
Probation Administrative Manager (CMGT 346)  
\$61.97 - \$75.15 (approximate hourly rate)
2. Amend Part I: Section 37C-3 of the Napa County Policy Manual, Management Compensation Plan-Management Non-Classified (Other), by adding Probation Administrative Manager to Attachment 1, Part A.
3. Amend Part I: Section 37A of the Napa County Policy Manual, Employer-Employee Relations Policy, by adding Probation Administrative Manager to the List of Management Classes.
4. Amend Part I: Section 37B of the Napa County Policy Manual, Overtime Policy, by adding Probation Administrative Manager to the List of Classes Exempt from Overtime.
5. Amend the Departmental Allocation List as follows:

Department	Budget Unit	Position Control #	Class Title	Effective Date	Change
Probation	14200-00	TBD*	Staff Services Manager	12/09/23*	-1.00
Probation	14200-00	NEW	Probation Administrative Manager	12/09/23	+1.00
Probation	14210-00	1011522	Juvenile Hall Counselor	12/09/23	-0.50

\*Delete selected Position Control Number upon subsequent vacancy after recruitment.