

RESOLUTION NO. 2026-

RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS, STATE OF CALIFORNIA, AMENDING THE TABLE AND INDEX OF CLASSES, THE DEPARTMENTAL ALLOCATION LIST FOR HUMAN RESOURCES A DIVISION OF THE COUNTY EXECUTIVE OFFICE, AND APPROPRIATE PERSONNEL POLICIES, EFFECTIVE FEBRUARY 14, 2026

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

WHEREAS, the Chief Human Resources Officer recommends that the proposed changes to the Table and Index of Classes, the Departmental Allocation List for Human Resources, a Division of the County Executive Office, and appropriate personnel policies, be implemented as set forth in Exhibit “A.”

NOW, THEREFORE, BE IT RESOLVED, that effective February 14, 2026, the Napa County Board of Supervisors hereby approves the changes to the Table and Index of Classes and the Departmental Allocation List for Human Resources, a Division of the County Executive Office, and appropriate personnel policies, as set forth in Exhibit “A.”

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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 10th day of February, by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

ABSTAIN: SUPERVISORS _____

ABSENT: SUPERVISORS _____

NAPA COUNTY, a political subdivision of
the State of California

By: _____
AMBER MANFREE, Chair of the
Board of Supervisors

APPROVED AS TO FORM Office of County Counsel By: <i>Susan B. Altman</i> , Deputy Date: January 27, 2026	APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS Date: Processed By: _____ Deputy Clerk of the Board	ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors By: _____
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EXHIBIT A

Chief Human Resources Officer requests approval of the following actions, effective February 14, 2026:

1. Amend the Table and Index of Classes, as follows:

Add:

- a. Human Resources Assistant I (CCON 203)
\$38.38 - \$45.72 (approximate hourly rate)
- b. Human Resources Assistant II (CCON 234)
\$43.85 - \$52.46 (approximate hourly rate)

Delete:

- a. Benefits Technician (CCON 203)
\$38.38 - \$45.72 (approximate hourly rate)
- b. Human Resources Assistant (CCON 234)
\$43.85 - \$52.46 (approximate hourly rate)

2. Amend the Departmental Allocation List as follows:

Department	Budget Unit	Position Control #	Class Title	Effective Date	Change
Treasurer-Tax Collector	11200-00	1011365	Accounting Specialist	2/14/26	-1.0
Human Resources	10220-00	1011365	Human Resources Assistant I	2/14/26	+1.0
Human Resources	10220-00	1011614	Human Resources Assistant	2/14/26	-1.0
Human Resources	10220-00	1011614	Human Resources Assistant II	2/14/26	+1.0
Human Resources	10220-00	1010848	Human Resources Assistant	2/14/26	-1.0
Human Resources	10220-00	1010848	Human Resources Assistant II	2/14/26	+1.0
Human Resources	10220-00	1010844	Human Resources Assistant	2/14/26	-1.0
Human Resources	10220-00	1010844	Human Resources Assistant II	2/14/26	+1.0
Human Resources	10220-00	1010843	Human Resources Assistant	2/14/26	-1.0
Human Resources	10220-00	1010843	Human Resources Assistant II	2/14/26	+1.0
Human Resources	10220-00	1011751	Human Resources Assistant	2/14/26	-1.0
Human Resources	10220-00	1011751	Human Resources Assistant II	2/14/26	+1.0
Human Resources	10220-00	1010850	Human Resources Assistant	2/14/26	-1.0
Human Resources	10220-00	1010850	Human Resources Assistant II	2/14/26	+1.0
Human Resources	10220-00	1010849	Human Resources Assistant	2/14/26	-1.0
Human Resources	10220-00	1010849	Human Resources Assistant II	2/14/26	+1.0

3. Amend Part I: Section 37C-4 of the Napa County Policy Manual, Management Compensation Plan-Confidential, by deleting Benefits Technician and Human Resources Assistant from and adding Human Resources Assistant I and Human Resources Assistant II to Attachment 1, Part A.