

Napa County







A Tradition of Stewardship
A Commitment to Service

PBES Staff Directory



-Administrative Division-

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Administrative Division

	NAME	JOB FUNCTIONS
	<p>Adela Tellez Office Assistant</p> <p>253.4471</p> <p>adela.tellez@countyofnapa.org</p>	<ul style="list-style-type: none"> - Front counter reception & customer service - Filing - Payments - Data entry - Scanning/indexing
	<p>Barb Ruffino Staff Service Analyst <i>Bldg/Plng/Parks & Open Space</i></p> <p>299.1330</p> <p>barb.ruffino@countyofnapa.org</p>	<ul style="list-style-type: none"> - Payroll - Accounts Payable/Receivable - Contracts - Budgets
	<p>Christine Secheli Assistant Director & Director of Environmental Health</p> <p>259.8326</p> <p>christine.secheli@countyofnapa.org</p>	<ul style="list-style-type: none"> - Assist the Director in planning, directing, managing and overseeing the activities and operations of the department - Direct oversight of the Environmental Health Division - Oversee operation of the consolidated permit counter and facilitate staffing and processes to enhance customer service
	<p>Cindy Worthington Secretary</p> <p>253.4471</p> <p>cindy.worthington@countyofnapa.org</p>	<ul style="list-style-type: none"> - Customer Service & Secretarial Work - Staff Support with Accela/Digital Health and Onbase - Accts Payable/Receivable for Parks District

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	<p>Connie Garcia Administrative Secretary</p> <p>253.4675</p> <p>connie.garcia@countyofnapa.org</p>	<ul style="list-style-type: none"> - Clerical supervision and support - Payroll - Personnel records & action requests - Mileage - Monthly invoices from Digital Health, record keeping for State mandated programs
	<p>Floyd McGregor Planner/ITS</p> <p>265.2327</p> <p>floyd.mcgregor@countyofnapa.org</p>	<ul style="list-style-type: none"> - Supporting the land management permitting software (Accela) - Supporting Project Costing (PeoplSoft) - Internal and External Web Content
	<p>Marci Paton Secretary</p> <p>299.1379</p> <p>marci.paton@countyofnapa.org</p>	<ul style="list-style-type: none"> - Customer Service - Building Dept. Secretary, Includes Correspondence and Record Keeping Related to Building Inspections & Code Enforcement - Certificates of Occupancy
	<p>Melissa Gray Administrative Secretary</p> <p>299.1380</p> <p>melissa.gray@countyofnapa.org</p>	<ul style="list-style-type: none"> - Customer Service/Clerical Supervisor - Clerk Planning Commission - District Secretary for Parks & Open Space District
	<p>Renee' Lederer Staff Service Analyst</p> <p>259.8227</p> <p>renee.lederer@countyofnapa.org</p>	<ul style="list-style-type: none"> - Accounts Receivable (deposits) - Back up for Payroll - Accela Financial - Permits Plus Resource - Dept. HR functions - Misc. Reporting Functions (Fish & Game, Clk Recorder, Strong Motion, Bldg. Standards, Fee Waivers, Qtrly.)

	NAME	JOB FUNCTIONS
	<p>Rosa Briseno Office Assistant</p> <p>299.1332</p> <p>rosa.briseno@countyofnapa.org</p>	<ul style="list-style-type: none"> - Customer Service / Reception - Bilingual - Cashier - Filing
	<p>Sarah Minahen Office Assistant</p> <p>299.1363</p> <p>sarah.minahen@countyofnapa.org</p>	<ul style="list-style-type: none"> - Assist Planning Commission Clerk - Front Counter Duties – Reception, Cashier, Filing