

**SANTA BARBARA COUNTY  
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**  
**Prepared on:** 12/2/04  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 12/7/04  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** Susan Paul, Human Resources Director  
**STAFF CONTACT:** Theresa Duer, Deputy Human Resources Director  
568-2822  
**SUBJECT:** Reconciliation of Allocated Positions and Classification Studies

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**Recommendation(s):**

That the Board of Supervisors:

Adopt one resolution, effective December 6, 2004, as follows:

A. RETITLE JOB CLASSIFICATION:

From: County Privacy Officer (Class 1950), Range 6504 (\$6,219-\$7,592 per month)  
To: Health Insurance Portability and Accountability Act (HIPAA) Compliance Officer.

B. ESTABLISH JOB CLASSIFICATION

Management Specialist S (Class 005022), Range 5524 (\$3,814-\$4,656 per month).

SOCIAL SERVICES (#5810)

Delete: 1.0 FTE Project Manager CALWIN Technical Implementation (Class 006098), Range 6424 (\$5,975-\$7,295 per month).

Add: 1.0 FTE Management Specialist S (Class 005022).

C. RETITLE JOB CLASSIFICATION

From: Project Manager – Management Tracking System (Class 006079), Range 6614 (\$6,569-\$8,020 per month)

To: Project Manager – County Administrator’s Office.

**Alignment with Board Strategic Plan:**

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

**A. Executive Summary and Discussion:**

In order to reflect the addition of the HIPAA security function to the County Privacy Officer's responsibilities, the Human Resources Department recommends that the title of the County Privacy Officer be changed to HIPAA Compliance Officer.

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

None.

**B. Executive Summary and Discussion:**

The Department of Social Services has requested the creation of a Management Specialist position to fill a training need created by the implementation of the new CalWIN computer system. This training need is temporary and is expected to last approximately two years. Human Resources recommends creating this Management Specialist position as the most appropriate way to fill this temporary need. Human Resources has based the salary for this position on the existing classification of Social Services Staff Development Coordinator. The functions of this temporary position are sufficiently similar to the Social Services Staff Development Coordinator to justify similar salaries.

1. Explain the reason for the organizational changes that resulted in this request to allocate positions to the new classification

The Department of Social Services will be implementing a new automated welfare eligibility system, CalWIN, in March 2006. Nearly everyone in the department will need to be trained in this new system. The Department is proposing to add a Management Specialist to design and implement the training component, from January 2005 until full implementation, approximately two years.

2. Describe the impact the change in allocation will have on service levels to the public, other departments, or other organizations

This proposed change in allocation will have no adverse impact on service levels to the public, other departments or other organizations. After implementation of the CalWIN system, services levels and response time should actually improve. The addition of this position will ensure that all staff are trained appropriately and on time for implementation.

3. Identify the impacts the change will have on overall productivity and efficiency in the department and how those impacts will be measured

The State has identified productivity and efficiency improvements brought about by CalWIN implementation due to improved accuracy in benefit determination and standardization. These impacts will be measured through the State quality control and quality assurance programs. This new position will lead PC literacy testing for all staff and create appropriate training.

4. Explain how the proposed change will impact the department's ability to adapt to future changes in workload or programs

The Department is part of a consortium of 19 California Counties that will be implementing CalWIN. Future changes in mandates and regulations will be programmed into the system as they occur, which should standardize and facilitate our ability to adapt to workload and program changes.

5. Identify the effect the change will have on related classes in the department  
The addition of this position should have no effect on related classes within the department.
6. Include a statement that indicates that the County Administrator's office has reviewed and approved the organizational change and the resulting impacts.  
The CAO has been part of the CalWIN implementation plan through the budget process and has approved the organizational changes and impacts listed here as part of that process.
7. Identify the fiscal impact of the request and funding sources for the current and future fiscal years and include a statement as to how any increased cost will be absorbed within the department's current budget.
  - Delete one Project Manager-CalWIN Technical Implementation (range 6424) \$71,460 - \$87,237 annually
  - Add one Management Specialist S (range 5524) \$45,616 - \$55,686 annually
    - a. Funding for this position is included in the CalWIN budget for the current fiscal year, and anticipated for future fiscal years. We expect the necessity of this position for a period of two (2) years.
    - b. Since the position to be deleted is at a higher range, there is no increased cost to the Department.

**C. Executive Summary and Discussion:**

The Human Resources Department recommends a title change to this class because the job responsibilities of the class have been broadened to include management of high profile projects of the County Administrator's Office or those in which the County Administrator's Office is coordinating the project with other County Departments or external organizations.

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

None.

**Special Instructions:**

Please send one copy of the approved resolution to Sandra Viola, Human Resources Department.

CC: County Administrator  
Social Services  
General Services  
SEIU Local 535

**RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

IN THE MATTER OF AMENDING RESOLUTION )  
NO. 04-190, AS AMENDED, BEING THE SALARY )  
RESOLUTION OF THE COUNTY OF SANTA BARBARA )

RESOLUTION NO. \_\_\_\_\_

WHEREAS, Salary Resolution No. 04-190 established a Classification Plan, and authorized Departmental Position Allocation effective July 7, 2003; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 04-190, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 04-190, adopted by this Board on July 6, 2004, is hereby amended by amending that (those) portion(s) of Section(s) 2 and 4 to read as follows effective December 6, 2004:

**SECTION 2. Job Classification Table**

<u>JOB CLASS</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LIMIT</u>	<u>RATE MIN/MAX</u>	<u>OT ELIGIBLE</u>
<u>Establish:</u> 005022	MANAGEMENT SPECIALIST S	5524	A-E	\$21.931-\$26.772	NO
<u>Change:</u> 001950	HIPAA COMPLIANCE OFFICER	6504	A-E	\$35.754-\$43.648	NO
006079	PM COUNTY ADMIN OFFICE	6614	A-E	\$37.770-\$46.110	NO

**SECTION 4. Departmental Position Allocation**

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>SOCIAL SERVICES (#5810)</u>				
Delete 7943	006098		000	PM CALWIN TECH IMPLEMENT
Add 1 new	005022		001	MANAGEMENT SPECIALIST S

2. Except as amended by this Resolution, Resolution No. 04-190 as amended, continues unchanged as in full force and effect.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 2004, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:  
MICHAEL F. BROWN  
CLERK OF THE BOARD

APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
COUNTY COUNSEL  
NOVEMBER 1993  
12/7/04

By: \_\_\_\_\_ (SEAL)  
Deputy Clerk