



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

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

Department Name: County Executive
Office (CEO)
Department No.: 012
For Agenda Of: 8/18/20
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department: Mona Miyasato, County Executive Officer
Director(s)
Contact Info: Jeff Frapwell, Assistant CEO, Budget & Research

SUBJECT: Exempting Fiscal and Policy Analyst Positions in the County Executive Office
from the Civil Service System

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Adopt the Resolution in Attachment A which exempts the positions filled by employees hired to perform Fiscal and Policy Analyst assignments in the County Executive Office from the County's civil service system; and
- b) Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in potential physical impacts on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4) of the CEQA guidelines.

Summary Text:

The Fiscal and Policy Analyst assignment is specific to the County Executive Office and requires a high level of confidentiality, discretion, and individual commitment to the policies, procedures, and decisions of the County Executive Office. Currently, all Fiscal and Policy Analysts are classified as Enterprise Leader-General, which is a broad-banded management classification exempt from the civil service system, and serve in the capacity of "at-will" employees serving at the pleasure of the County Executive Officer. In order to establish a defined path for career development and progression for Fiscal and Policy Analysts, and provide a more economical structure, the County Executive Office will use the lower broad-banded

management classifications of Team/Project Leader-General and Program/Business Leader-General for the Fiscal and Policy Analyst I and II assignments, and continue to utilize Enterprise Leader-General for the Fiscal and Policy Analyst III and Principal Analyst assignments. The resolution included in Attachment A will exempt Fiscal and Policy Analysts assignments at all levels from the civil service system, thereby designating them as at-will employees. All these positions will remain in the leadership broad band system and are therefore classified as managers in the County's classification and compensation plan.

Background:

Fiscal and Policy Analysts in the County Executive Office perform complex budgetary, managerial, organizational, and operational studies and analyses on matters related to County government; provide administrative and budgetary guidance to County departments; recommend policy and budget actions to solve problems; and develop reports and presentations for decision makers. To maintain the confidentiality and integrity of these assignments including the role in making recommendations on County policies and decision making, there is a need for maximum flexibility in the hiring and retaining of the employees in the Fiscal and Policy Analyst assignments in the County Executive Office.

Fiscal and Facilities Impacts:

There are no cost impacts associated with exempting Fiscal & Policy Analyst positions from the civil service system of the County.

Staffing Impacts:

There are no staffing impacts associated with exempting Fiscal & Policy Analyst positions from the civil service system of the County. The current occupied positions are already exempt from the civil service system. Any future vacancies filled at lower level broad-banded classifications of Team/Project Leader-General or Program/Business Leader-General will be advertised and filled as "at will" positions.

Special Instructions:

Please return one copy of the approved and signed Resolution, as well as one copy of the minute order, to Stefan Brewer, Human Resources Department at SBrewer@sbcountyhr.org.

Attachments:

Attachment A – At-will Resolution

Authored by: Rachel Lipman, Fiscal & Policy Analyst