



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:** Human Resources  
**Department No.:** 064  
**For Agenda Of:** October 11, 2022  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Maria Elena De Guevara, Human Resources Director, 569-2816  
Director(s) Tamara Rowles, Chair Civil Service Commission 568-2810  
Contact Info: Carlos Silvas, Manager, Employee Relations Division 884-6805  
**SUBJECT:** 2021-22 Annual Report of the Civil Service Commission

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**County Counsel Concurrence**

As to form: N/A

**Other Concurrence:**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- A. Receive and file the Annual Report of the Civil Service Commission for Fiscal Year 2021-2022 as it appears in Attachment A, and
- B. Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

**Summary Text:**

This report is submitted in accordance with Civil Service Rule 202 (c) and summarizes the work conducted by the Civil Service Commission in Fiscal Year 2021-2022.

**Background:**

Santa Barbara County voters established the current Civil Service System on November 3, 1970. As noted in the County Code, the basic purpose of the Civil Service System is "to establish and maintain a fair and equitable employment relationship between the County and its employees, which will promote and increase efficiency and economy in County service."

The Civil Service Commission consists of five members, one appointed from each supervisorial district, charged with the administration of the County's Civil Service System. The Commission holds hearings on appeals of disciplinary actions as provided by the Civil Service Rules; holds hearings on discrimination complaints; conducts investigations concerning the administration of personnel or conditions of employment; makes recommendations on Civil Service Rules and advises the Board of Supervisors; and submits an annual report to the Board of Supervisors.

Attachment A is the required annual report for Fiscal Year 2021-2022; the recommended action is to receive and file this report. **Fiscal and Facilities Impacts:**

Budgeted:

**Fiscal Analysis:**

Narrative:

The total basic operating expenses of the Civil Service Commission in Fiscal Year 2021-2022 were \$99,815 as detailed in the attached report, which excludes productivity costs of some additional staff time in Human Resources and in County Counsel. In addition, individual departments incur costs related to hearings and appeals involving their employees.

**Key Contract Risks:**

**Staffing Impacts:**

**Legal Positions:**

1

**FTEs:**

.5

**Special Instructions:** Upon approval by the Board, please email a minute order to Stephanie Langsdorf.

**Attachments:**

Attachment A: Fiscal Year 2021-2022 Annual Civil Service Commission Report

**Authored by:** Stephanie Langsdorf, Secretary Civil Service Commission

**cc:** Civil Service Commissioners  
Mona Miyasato, County Executive Officer  
Department Heads  
Recognized Employee Organizations