

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: 1/8/02
Department Name: Human Resources
Department No.: 064
Agenda Date: 01/22/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ann Goodrich, Director
Human Resources Department

STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822

SUBJECT: Reconciliation of Allocated Positions

Recommendation(s):

That the Board of Supervisors:
Adopt one (1) resolution effective January 21, 2002, as follows:

ESTABLISH JOB CLASSIFICATIONS

Human Resources Technician, (Class #005698), Range 466 (\$2,479-\$3,011 per month); and Human Resources Technician-Restricted (Class #005699), Range 473 (\$2,567-\$3,134 per month).

RECLASSIFY POSITIONS

HUMAN RESOURCES (#1010)

Delete: 3 (3.0 FTE) Office Assistant Senior-Restricted (Class #001706), Range 448 (\$2,266-\$2,766 per month).
Add: 3 (3.0 FTE) Human Resources Technician-Restricted (Class #5699), Range 473 (\$2,567-\$3,134 per month).

PUBLIC WORKS (#1610)

Delete: 1 (1.0 FTE) Administrative Services Clerk (Class #000250), Range 466 (\$2,479-\$3,011 per month).
Add: 1 (1.0 FTE) Human Resources Technician (Class #005698), Range 466 (\$2,479-\$3,011 per month).

SHERIFF (#3110)

Delete: 2 (2.0 FTE) Office Assistant, Senior (Class #001702), Range 439 (\$2,167-\$2,645 per month).

Add: 2 (2.0 FTE) Human Resources Technician (Class #005698), Range 466 (\$2,479-\$3,011 per month).

FIRE (#3710)

Delete: 1 (1.0 FTE) Office Assistant, Senior (Class #001702), Range 439 (\$2,167-\$2,645 per month).

Add: 1 (1.0 FTE) Human Resources Technician (Class #005698), Range 466 (\$2,479-\$3,011 per month).

PUBLIC HEALTH (#5210)

Delete: 2 (2.0 FTE) Office Assistant, Senior (Class #001702), Range 439 (\$2,167-\$2,645 per month).

Add: 2 (2.0 FTE) Human Resources Technician (Class #005698), Range 466 (\$2,479-\$3,011 per month).

ADMHS (#5250)

Delete: 2 (2.0 FTE) Office Assistant, Senior (Class #001702), Range 439 (\$2,167-\$2,645 per month).

Add: 2 (2.0 FTE) Human Resources Technician (Class #005698), Range 466 (\$2,479-\$3,011 per month).

SOCIAL SERVICES (#5810)

Delete: 3 (3.0 FTE) Office Assistant, Senior (Class #001702), Range 439 (\$2,167-\$2,645 per month).

Add: 3 (3.0 FTE) Human Resources Technician (Class #005698), Range 466 (\$2,479-\$3,011 per month).

PARKS (#7620)

Delete: 1 (1.0 FTE) Administrative Services Clerk-Restricted (Class #000252), Range 473 (\$2,567-\$3,134 per month).

Add: 1 (1.0 FTE) Human Resources Technician-Restricted (Class #5699), Range 473 (\$2,567-\$3,134 per month).

Alignment with Board Strategic Plan:

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

Executive Summary and Discussion:

Human Resources is proposing the creation of a new Human Resources Technician classification. This class is intended for medium and large departments with specific staff primarily involved in complex personnel and payroll functions. It will also be used for staff in the Human Resources Department responsible for supporting recruitment efforts and processing personnel and payroll related transactions submitted by the departments. The goal of this new classification is to enable county departments to recruit and retain more experienced staff who possess the appropriate knowledge and skills required to accurately and efficiently process complex decentralized personnel and payroll transactions.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

The recommended action covers 16 employees in 8 County departments and will increase County costs by \$78,948 annually. The increased cost will be funded by absorbing costs into current budgets, and salary savings. No additional general fund money is being requested. There will be no additional facilities costs or impacts as these positions are currently allocated to the departments.

Special Instructions:

Please send one copy of the approved resolution to Susan Kean, Human Resources Department.

Concurrences:

County Administrator

CC: County Administrator
SEIU Local 620
Affected Departments

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

IN THE MATTER OF AMENDING RESOLUTION)
NO. 01-208, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 01-208 established a Classification Plan, and authorized Departmental Position Allocation effective June 25, 2001; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 01-208, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 01-208, adopted by this Board on June 26, 2001, is hereby amended by amending that (those) portion(s) of Section(s) 2 & 4 to read as follows effective January 21, 2002:

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>Add:</u>					
005698	HUMAN RESOURCES TECH	466	A-E	\$14.253-\$17.400	YES
005699	HUMAN RESOURCES TECH-R	473	A-E	\$14.759-\$18.018	YES

SECTION 4. Departmental Position Allocation

<u>DEPARTMENT/BUDGET UNIT ACTION/AFFECTED POSITION #</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>HUMAN RESOURCES (#1010)</u>				
Reallocate 3087, 5401, 5548				
From:	001706		000	OFFICE ASST SENIOR-R
To:	005699		003	HUMAN RESOURCES TECH-R
<u>PUBLIC WORKS (#1610)</u>				
Reallocate 3027				
From:	000250		000	ADMIN SERVICES CLERK
To:	005698		001	HUMAN RESOURCES TECH
<u>SHERIFF (#3110)</u>				
Reallocate 721, 6101				
From:	001702		018	OFFICE ASST SENIOR
To:	005698		002	HUMAN RESOURCES TECH
<u>FIRE (#3710)</u>				
Reallocate 2109				
From:	001702		004	OFFICE ASST SENIOR
To:	005698		001	HUMAN RESOURCES TECH
<u>PUBLIC HEALTH (#5210)</u>				
Reallocate 7277, 7310				
From:	001702		021	OFFICE ASST SENIOR
To:	005698		002	HUMAN RESOURCES TECH

ALCOHOL, DRUG & MENTAL HEALTH SERVICES (#5250)

Reallocate 5782, 6524

From: 001702 022
To: 005698 002

OFFICE ASST SENIOR
HUMAN RESOURCES TECH

SOCIAL SERVICES (#5810)

Reallocate 1010, 3543, 5789,

From: 001702 045
To: 005698 003

OFFICE ASST SENIOR
HUMAN RESOURCES TECH

PARKS (#7620)

Reallocate 5143

From: 000252 000
To: 005699 001

ADMIN SERVICES CLERK-R
HUMAN RESOURCES TECH-R

2. Except as amended by this Resolution, Resolution No. 01-208 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 _____, 2001, 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
1/22/02

By: _____ (SEAL)
Deputy Clerk