

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: 3/4/02
Department Name: General Services
Department No.: 063
Agenda Date: 4/02/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ron Cortez
General Services Director

STAFF CONTACT: Yvonne Munoz,
3075

SUBJECT: Request for Special Duty Allowances

Recommendation(s):

That the Board of Supervisors adopt:

- A. Add Special Duty Allowance of 5% for two Risk Analyst Supervisors within Department 063, General Services effective April 1, 2002.
- B. Delete Special Duty Allowance of 5% for two Risk Analyst Supervisors within Department 063, General Services, effective March 31, 2003

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:

As your board may be aware, the General Services Department has a vacant Risk Manager position. The Department is currently in the process of conducting a financial analysis to develop a process improvement plan for the Division of Risk Management. The two Supervising Risk Analysts will be part of the team to assist in this process and they will report directly to the General Services Director. In addition, the Supervising Risk Analysts will continue to be responsible for their current ongoing duties. These allowances will continue until a Risk Manager is selected but in no event longer than one year.

Fiscal and Facilities Impacts:

The Special Duty Allowance for both of these positions will be eliminated upon the hiring of the new Risk Manager. The additional costs for the each position will be approximately \$3,860.

Special Instructions: None

Concurrence: Human Resources

