



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 Human Resources
Name:
Department No.: 064
For Agenda Of: March 19, 2019
Placement: Administrative
Estimated Time
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Maria Elena De Guevara, Human Resources Director, 568-2816

Contact Info: Don Nguyen, HR Business Manager, 568-2823
Joseph Pisano, Chief of Employee Relations, 568-2839

SUBJECT: *Position Allocation Changes in Human Resources*

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approves the resolution in Attachment A to change existing position allocations in the Human Resources Department, effective on March 25, 2019; and
- b) Determines that the above actions are not a "project" and are exempt from CEQA pursuant to Section 15378(b)(5), because they are organizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment.

Summary Text:

The recommended action would:

- Reclassify a vacant Assistant Department Head position to an Enterprise Leader to enable the Human Resources Department to hire an Equal Opportunity, Diversity, and Inclusion Manager;
- Reclassify a vacant Program Business Leader Position to a Departmental Business Specialist I/II in the Benefits Division to promote Employee Wellness programs;
- Reclassify a vacant Program Business Leader Position to an Administrative Office Professional I/II to provide additional support for the Employees' University, and
- Increase an existing half-time Administrative Office Professional –Senior position to full-time to replace a Departmental Business Specialist I position previously providing support to the Employee Relations Division that has been transferred to the Employment and Workforce Planning Division to work on Classification and Compensation issues.

Background:

The Human Resources Department is reorganizing personnel and operations to deliver services to internal and external customers more efficiently. The recommended actions realign existing job classifications to support the new organizational structure based on need and functionality.

Fiscal Analysis:

Budgeted: Yes

The fully loaded cost of the recommended actions for the remainder of Fiscal Year 2018-19 is approximately \$63,200, funded primarily from salary savings from the vacant funded Assistant Department Head position. These changes are included in the recommended budget for Fiscal Year 2019-20. No additional General Fund contributions are needed to pay for the recommended actions this fiscal year or next fiscal year.

Special Instructions:

Please send one (1) copy of the minute order and fully-executed resolution to Stefan Brewer, Position Control Division, Human Resources Department.

Attachments:

Attachment A: Salary Resolution

cc: Mona Miyasato, County Executive Officer
Michael C. Ghizzoni, County Counsel
Betsy Schaffer, Auditor-Controller