



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:** General Services  
**Department No.:** 063  
**For Agenda Of:** March 24, 2020  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Janette D. Pell, Director (805) 560-1011  
Director(s)  
Contact Info: Skip Grey, Assistant Director, (805) 568-3083  
Patrick Zuroske, Assistant Director (805) 568-3096  
Lynne Dible, Assistant Director, (805) 568-2678  
**SUBJECT: Request to Allocate One Automotive Mechanic II Position to General Services –  
Vehicle Operations Division and One Building Maintenance Worker Position to  
General Services Facilities Division; All Districts**

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** HR, Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors consider the following recommendations:

- a) Adopt a salary resolution (Attachment A), which allocates one additional full-time (1.0 FTE) Automotive Mechanic II position and one additional full-time (1.0 FTE) Building Maintenance Worker position, to the General Services authorized Departmental Position Allocations effective April 6, 2020, and
- b) Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefor is not a project subject to environmental review.

**Summary Text:**

The Vehicle Operations division and Facilities Maintenance division of General Services (GS) are requesting to increase the authorized Departmental Position Allocations by adding one full time Automotive Mechanic position and one full time Building Maintenance Worker position respectively. Currently two employees out on extended medical leave each occupy one of these permanent, full time

positions and therefore GS is unable to hire and fill them with additional, permanent full time employees. The department does have the ability to employ Extra Help and/or 1414 Backfill personnel under these circumstances; however, GS has been unable to retain these types of employees to fill behind these two positions for any extended period. On two occasions, GS did fill the Facilities Maintenance position currently filled with one of the employees out on long-term leave, with 1414 backfill employees, but only for a short period until the employees quickly moved on to regular full time positions as soon as the opportunity became available to them.

By allocating two new additional positions, GS will be able to recruit and hire permanent full time employees for these critical positions, without any further delay. Additionally, GS will then also have the ability to maintain the existing allocated positions for the two employees on leave in order to accommodate their return to work.

**Background:**

The department has experienced an unfavorable impact with Fleet and Facilities Maintenance service delivery to our customers due to the absence of actively working employees in these two front-line service positions. The Fleet division has lost almost 1,000 labor hours to date, and our Lompoc garage location is experiencing a 20% reduction in workflow with an increased lead-time for customers to schedule vehicles for service. Facilities Maintenance has lost almost 6,000 labor hours to date, affecting approximately 9% of the overall workload, and contributing to delays in addressing and completing work orders for our customers.

It is very important that we address the pressing need to recruit, hire and retain full time, permanent employees using the newly requested allocated positions at this time. When the two employees will be able to return to work is currently unknown; all indications are that their leave periods will continue for an extended timeframe. Should the employees be able to return to work, their allocated positions continue to be available to accommodate their return expeditiously.

**Performance Measure:**

All fleet mechanics and facility maintenance workers have various service level and KPI targets for their work.

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
Fund 1900-Vehicle Operations	\$ 30,000.00	\$ 112,000.00	
Fund 0001-Facilities Maintenance	\$ 27,000.00	\$ 106,000.00	
<b>Total</b>	<b>\$ 57,000.00</b>	<b>\$ 218,000.00</b>	<b>\$ -</b>

**Narrative:** The existing positions occupied by the two employees on unpaid leave are budgeted and funding is immediately available to cover the costs of filling the two requested, additional allocated positions. There is also adequate salary savings realized because of the two employees being out on extended medical leaves for the department to absorb the cost of filling the two new additional allocated positions this fiscal year, and the costs if the two employees on leave returned to work prior to June 30. General Services will address any annualized on-going costs of the added positions, if needed in future fiscal years, through salary savings and attrition.

**Staffing Impacts:**

**Legal Positions:**

Allocate 2 new

**FTEs:**

Add 2.0

**Special Instructions:**

Please send one (1) copy of the minute order to Lynne Dible, Assistant Director, General Services and one (1) copy of the fully executed resolution and minute order to Stefan Brewer, Workforce Planning Division, Human Resources, at [SBrewer@sbcountryhr.org](mailto:SBrewer@sbcountryhr.org).

**Attachments:**

A. Salary Resolution

**Authored by:**

Lynne Dible, Assistant Director, General Services