



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: CEO/Human Resources
Department No.: 064
For Agenda Of: November 18, 2008
Placement: Administrative
Estimated Tme:
Continued Item: NO
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Director(s) Susan Paul, Assistant CEO/HR Director, 568-2817
Contact Info: Theresa Duer, Assistant HR Director, 568-2822
SUBJECT: At-will designation of Administrative Professional in General Services

County Counsel Concurrence

As to form:

Other Concurrence: Select_Other

As to form: Select_Concurrence

Recommended Actions:

That the Board of Supervisors adopts one resolution, effective December 1, 2008 as follows:

Exempt one Administrative Professional, Position No. 2371 for the General Services Department, from the Civil Service System.

Summary Text:

This action exempts the Administrative Professional from the Civil Service System. This position serves as an Executive Secretary to the General Services Director and provides confidential secretarial services in the General Services Department. This action is aligned with previous Board actions exempting executive secretary positions from the Civil Service System.

Fiscal and Facilities Impacts: There is no fiscal impact associated with this action.

Special Instructions:

Please return one copy of the signed Resolution to Jo Ann Barragan in Human Resources.

Attachments:

Resolution

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

RESOLUTION NO.

IN THE MATTER OF EXEMPTING THE)
GENERAL SERVICES')
ADMINISTRATIVE PROFESSIONAL FROM)
THE CIVIL SERVICE SYSTEM)

Pursuant to Resolution No. 92-425 adopted on July 28, 1992, and in accordance with Santa Barbara County Code Section 27-25(a)(11) providing for an exemption from the County's Civil Service System for those positions which the Board of Supervisors determines should be exempt in accordance with the intent and purpose of Article 2 of Chapter 27 of the County Code;

WHEREAS, consistent with the overall County reorganization of positions allocated to the Administrative Professional classification, which recognizes that effective and efficient secretarial services are critical to department directors;

WHEREAS, the Administrative Professional position allocated to work specifically for the General Services Department requires a high level of confidentiality and individual commitment to the policies of the General Services Department;

WHEREAS, to maintain the integrity of this commitment and confidentiality, there is a need for maximum flexibility in the hiring and retaining of the employees in this position for the General Services Director;

WHEREAS, exempting the Administrative Professional position in the General Services Department from the classified service is in the best interest of the County and is undertaken in the interest of efficiency and economy;

NOW, THEREFORE, IT IS HEREBY RESOLVED as follows:

All persons appointed on or after the effective date of this Resolution to fill future vacancies in Position No. 2371 in the Administrative Professional function for the General Services Department are exempt from the Civil Service System of the County of Santa Barbara and will serve in the capacity as an "at will" employee subject to the pleasure of the General Services Director.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this _____ day of _____, 2008

by the following vote:

AYES:

NOES:

ABSENT:

SALUD CARBAJAL, CHAIR,
BOARD OF SUPERVISORS
COUNTY OF SANTA BARBARA

MICHAEL F. BROWN
CLERK OF THE BOARD

By: _____ (SEAL)
Deputy

APPROVED AS TO FORM:

DENNIS A. MARSHALL
COUNTY COUNSEL

By: Victoria Parks Tuttle
Deputy County Counsel