

**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: 10/13/05
Department Name: Human Resources
Department No.: 064
Agenda Date: 10/25/05
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Susan Paul, Assistant CEO/HR Director
STAFF CONTACT: Theresa Duer, Deputy HR Director
568-2822
SUBJECT: Reconciliation of Allocated Positions and Classification Studies

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution, effective October 24, 2005, to implement the following changes:

- A. ESTABLISH JOB CLASSIFICATION
ADMHS Assistant Director-Alcohol and Drug Program (Class 0660), Range 6934 (\$7,706-\$9,408 per month)

RECLASSIFICATION IN ALCOHOL, DRUG & MENTAL HEALTH SERVICES (#5260)

From: 1.0 FTE Alcohol and Drug Program Manager (Class 0459)

To: 1.0 FTE ADMHS Assistant Director-Alcohol and Drug Program (Class 0660)

DELETE JOB CLASSIFICATION

Alcohol and Drug Program Manager (Class 0459), Range 6414 (\$5,946-\$7,258 per month)

- B. ADJUST SALARY RANGE
Adjust the salary range of Assistant General Services Director-Support (Class 0826) from Range 6744 (\$7,009-\$8,557/month) to Range 6934 (\$7,706-\$9,408/month)

- C. RECLASSIFICATION IN THE COUNTY EXECUTIVE OFFICE (#0130)
From: 1.0 FTE Director of Budget and Research (Class 2345), Range 6874 (\$7,479-\$9,130 per month)
To: 1.0 FTE Assistant County Executive Officer (Class 0770), Range 7324 (\$9,361-\$11,428 per month)

RETITLE JOB CLASSIFICATION

From: Human Resources Director (Class 5700)

To: Assistant County Executive Officer/Human Resources Director

DELETE JOB CLASSIFICATION

Director of Budget and Research (Class 2345)

D. ESTABLISH SPECIAL DUTY PAY

Establish 5%, 10%, or 15% Special Duty Pay rates for 1.0 FTE Administrative Analyst, Principal (Class 0200) in the County Executive Office (#0130)

E. ESTABLISH JOB CLASSIFICATIONS

Clerk Assessor Recorder Elections Specialist I (Class 1721), Range 4606 (\$2,413-\$2,946/month)
Clerk Assessor Recorder Elections Specialist II (Class 1722), Range 4706 (\$2,537-\$3,096/month)
Clerk Assessor Recorder Elections Specialist III (Class 1723), Range 4906 (\$2,802-\$3,421/month)
Clerk Assessor Recorder Elections Specialist IV (Class 1724), Range 5136 (\$3,143-\$3,837/month)
Clerk Assessor Recorder Elections Specialist V (Class 1725), Range 5236 (\$3,304-\$4,033/month)
Clerk Assessor Recorder Elections Specialist VI (Class 1726), Range 5526 (\$3,818-\$4,661/month)

DELETE JOB CLASSIFICATIONS

Legal Document Specialist II (Class 4652), Range 4706 (\$2,537-\$3,096/month)
Legal Document Specialist III (Class 4653), Range 4866 (\$2,747-\$3,354 per month)
Clerk Recorder Elections Assistant Branch Officer (Class 3012), Range 5136 (\$3,143-\$3,837/month)
Recorder Division Supervisor (Class 6463), Range 5236 (\$3,304-\$4,033/month)
Elections Division Supervisor (Class 6516), Range 5526 (\$3,818-\$4,661/month)

RECLASSIFICATIONS IN THE CLERK-RECORDER-ASSESSOR'S OFFICE

From: 37.0 FTE Legal Document Specialist I/II/III; and
2.0 FTE Office Assistant Senior

To: 39.0 FTE Clerk Assessor Recorder Elections Specialist I/II/III

From: 1.0 FTE Clerk Recorder Elections Assistant Branch Officer; and
3.0 FTE Elections Assistants

To: 4.0 FTE Clerk Assessor Recorder Elections Specialist IV

From: 4.0 FTE Office Assistant Principal; and
1.0 FTE Recorder Division Supervisor

To: 5.0 FTE Clerk Assessor Recorder Elections Specialist V

From: 1.0 FTE Elections Division Supervisor

To: 1.0 FTE Clerk Assessor Recorder Elections Specialist VI

Alignment with Board Strategic Plan:

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

A. Executive Summary and Discussion:

The Assistant CEO/HR Director and County Executive Officer are recommending the establishment of an ADMHS Assistant Director - Alcohol, Drug Program classification. This recommendation establishes a single-position, assistant department head level classification to manage and integrate the Alcohol and Drug Program with the Mental Health Service Program in ADMHS, represent the ADMHS Director as the Alcohol and Drug Administrator or official designee to regional, State, and County department, agencies, policy councils, and advocacy

groups, and act as the ADMHS Director in the Director's absence. The Assistant CEO/HR Director and the County Executive Officer are recommending that the salary be set at Range 6934 (\$7,706 - \$9,408/month) based on internal relationships. The class of Alcohol, Drug Program Manager (Class 0459), Range 6414 (\$5,946 - \$7,258/month) is obsolete and will be deleted.

Mandates and Service Levels:

No change in programs or service levels.

Fiscal Impact:

The incremental cost of an ADMHS Assistant Director - ADP (Step E) over an Alcohol and Drug Program Manager (Step E) for the remainder of FY 05-06 (October 10, 2005 thru June 30, 2006) is approximately \$24,000. The ongoing annual cost difference between the ADMHS Assistant Director – ADP and Alcohol and Drug Program Manager positions (assuming both at Step E) will be approximately \$32,000.

In anticipation of the need for the higher level position, the FY05-06 budget includes the cost of the ADMHS Assistant Director - ADP position at a Step C level and excludes the cost of the Alcohol and Drug Program Manager position.

Additionally, vacancies within the ADP division have yielded cost savings of \$42,765 YTD as of 09/30/2005. It is anticipated that vacancies throughout the remainder of FY05-06 will yield additional cost savings. The cost of the Asst. ADMHS Director - Programs position will be budgeted for in FY06-07 and future years.

B. Executive Summary and Discussion:

The Assistant CEO/HR Director and County Executive Officer are recommending an alignment of the compensation of the Assistant General Services Director – Support (Class 0826) with that of comparable classifications, including the assistant directors in ADMHS, District Attorney, Probation, and Social Services.

Mandates and Service Levels:

No change in programs or service levels.

Fiscal Impact:

This recommendation would increase the compensation of the classification from range 6744 (\$7,009 - \$8,557/month) to range 6934 (\$7,706 - \$9,408/month). The fiscal impact for this change for FY 05-06 is approximately \$18,586. The fiscal impact for FY 06-07 is approximately \$25,434 per year. The General Services Director has indicated that the cost will be absorbed within the department's budget.

C. Executive Summary and Discussion:

This recommendation would move the current position of Director of Budget and Research into the classification of Assistant County Executive Officer (Class 0770). This change recognizes the increasingly strategic leadership role of the position in budget forecasting and policy development. It also will provide the County Executive Officer with the flexibility required to effectively run his operation. The class of Director of Budget and Research (Class 2345) is obsolete and will be deleted.

This recommendation also changes the title of Human Resources Director to Assistant County Executive Officer/Human Resources Director. The responsibilities associated with directing the

County's human resource functions were assigned in March 2005 to the Assistant County Executive Officer classification.

Mandates and Service Levels:

No change in programs or service levels.

Fiscal Impact:

The fiscal impact for the reclassification for FY 05-06 is approximately \$27,353. The fiscal impact for FY 06-07 is approximately \$36,873 per year. The County Executive Officer has indicated that the cost will be absorbed within the department's budget.

There is no fiscal impact associated with job class title change to Assistant CEO/HR Director.

D. Executive Summary and Discussion:

The Assistant CEO/HR Director and County Executive Officer are recommending the establishment of three levels of special duty pay (5, 10, or 15 percent) for one position in the classification of Administrative Analyst, Principal when assigned responsibilities associated with preparing and monitoring the annual operating and capital budget, preparing and submitting materials to the Government Fiscal Officers Association for distinguished budget consideration, and determining and monitoring various aspects of the budget preparation process in the County Executive Office. The three levels of compensation provide the County Executive Officer with flexibility in compensation based on the complexity of the assignment.

Mandates and Service Levels:

No change in programs or service levels.

Fiscal Impact:

The fiscal impact for this change for FY 05-06 is approximately \$4,756 - \$15,010. The fiscal impact for FY 06-07 is approximately \$6,508 - \$20,540 per year. The County Executive Officer has indicated that the cost will be absorbed within the department's budget.

E. Executive Summary and Discussion:

Certain divisions of the County Clerk-Recorder-Assessor's Office experience peak work periods during which time their staffing needs increase greatly—this is especially true of the Elections Division. In the past, the department has tried to cover these peak work periods with extra-help employees and the use of overtime. The department believes, however, that consolidating the current specialized clerical/technical classes into a more generic class series would increase their ability to cross-train and use more existing employees to staff these high-volume work periods.

The County Clerk-Recorder-Assessor's Office requested that the Human Resources Department consolidate these classes into one more flexible class series. The Administrative Analyst assigned to the Clerk-Recorder-Assessor's Office has been included in meetings with the department and Human Resources, and has reviewed and approved the organizational change and the resulting impacts.

The CARE Specialist change affects all support staff and their supervisors of the Clerk-Recorder-Assessor's Office. This concept of a multi-functional employee would produce the following benefits to department management and the employees:

- ✓ Multi-functional employees would provide better service to customers--the change should improve customer service to the public due to the fact that by moving staff during peak workloads, the amount of coverage and knowledge in the department will increase.
- ✓ The department would have more flexibility to move staff from one division to another (Assessor, Clerk-Recorder, and Elections Divisions) during peak workload periods (this should lessen the need for extra help and temp agency personnel, as well as overtime usage).
- ✓ Employees with broader perspectives would be more effective and efficient--by moving staff during peak work periods it is anticipated that the productivity in each of the divisions will increase.
- ✓ The department believes that by cross-training staff between divisions, future changes in workload can be more easily absorbed; also, by cross-training more staff, they will have the ability to make more suggestions/improvements to current processes that may create change and increase work productivity.
- ✓ It would provide more career opportunities for staff—it creates a path from entry-level to full-supervisory positions for employees and provides a broader range of job opportunities.
- ✓ It would allow the department to better develop current employees so they will not have to hire supervisors or elections coordinators from outside of the County/Department anymore.

Salary Recommendations:

The scope of class consolidation has implications beyond job evaluation. Where classes are combined and/or collapsed, accompanying salary ranges need to be adjusted. When classes are combined, the salary recommendation is usually to pay for the highest level skill so that it has minimal negative impact on current employee salaries. Therefore, it is recommended that the salary for the CARE Specialist IV (a combination of Elections Assistant and Clerk-Recorder/Elections Assistant-Branch Office) be equal to the current salary of the Clerk-Recorder/Elections Assistant-Branch Office position (the higher paid position). The same is true for the CARE Specialist V (a combination of Recorder Division Supervisor and Office Assistant, Principal)—the recommendation is to make the pay equal to the higher paid of the two—the Recorder Division Supervisor. The Care Specialist VI will have only one incumbent (the current Elections Division Supervisor) and the recommendation is to maintain this employee at her current salary.

In order to have minimal impact on current employee salaries, the I/II/III level salaries were set in the following manner: it is recommended that the salary range for the CARE Specialist II remains the same as the current Legal Document Specialist II. Currently, there is an approximate 15% difference between the Legal Document Specialist I and III classes (approximately 6.5% between the I and II; 8% between the II and III). The salary recommendation maintains the current 15% differential between the CARE Specialist I and III classifications, but establishes 5% between the I and II (since employees can flex from the I to the II in only six months) and 10% between the II and III (since it takes much longer for employees to achieve the III level).

Fiscal Impact:

Approximately \$95,000 (salaries plus benefits) for the remainder of Fiscal Year 05/06 and ongoing impact of approximately \$160,000 (salaries plus benefits) starting with Fiscal Year 06/07. For Fiscal Year 05/06, the increased cost of this action will be absorbed either by unanticipated revenues, decreased expenses, or a draw down of designations. In future years, it is anticipated that increased revenues and efficiency gained through this proposal will cover the majority of the cost.

Special Instructions:

Please send one copy of the approved resolution to Sandra Viola, Human Resources Department.

CC: County Executive Officer
ADMHS
General Services Director
Clerk-Recorder-Assessor

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

IN THE MATTER OF AMENDING RESOLUTION)
NO. 05-196, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 05-196 established a Classification Plan, and authorized Departmental Position Allocation effective July 4, 2005; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 05-196, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 05-196, adopted by this Board on July 5, 2005, is hereby amended by amending that (those) portion(s) of Section(s) 2, 4, and 6 to read as follows effective October 24, 2005:

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>Establish:</u>					
000660	ADMHS ASST DIR-ALC/DRUG PRG	6934	A-E	\$44.306-\$54.089	NO
001721	CARE SPECIALIST I	4606	A-E	\$13.874-\$16.938	YES
001722	CARE SPECIALIST II	4706	A-E	\$14.584-\$17.803	YES
001723	CARE SPECIALIST III	4906	A-E	\$16.113-\$19.671	YES
001724	CARE SPECIALIST IV	5136	A-E	\$18.072-\$22.062	YES
001725	CARE SPECIALIST V	5236	A-E	\$18.996-\$23.190	YES
001726	CARE SPECIALIST VI	5526	A-E	\$21.953-\$26.799	YES
<u>Change:</u>					
000826	ASST GEN SERV DIR-SUPPORT	6934	A-E	\$44.306-\$54.089	NO
005700	ASST CEO/HR DIRECTOR	7324	A-E	\$53.819-\$65.703	NO
<u>Delete:</u>					
000459	ALCOHOL & DRUG PROG MGR	6414	A-E	\$34.184-\$41.732	NO
002345	DIR OF BUDGET & RESEARCH	6874	A-E	\$43.000-\$52.494	NO
004652	LEGAL DOCUMENT SPEC II	4706	A-E	\$14.584-\$17.803	YES
004653	LEGAL DOCUMENT SPEC III	4866	A-E	\$15.795-\$19.283	YES
003012	CLK/REC-ELEC ASST-BRH OFF	5136	A-E	\$18.072-\$22.062	YES
006463	RECORDER DIVISION SUPV	5236	A-E	\$18.996-\$23.190	YES
006516	ELECTIONS DIVISION SUPV	5526	A-E	\$21.953-\$26.799	YES

SECTION 4. Departmental Position Allocation

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>CLERK-RECORDER-ASSESSOR (#0440)</u>				
Reclassify :				
37 positions	From:	004651 004652 004653	001	LEGAL DOCUMENT SPEC I OR LEGAL DOCUMENT SPEC II OR LEGAL DOCUMENT SPEC III
#5347, 9448	From	001702	001	OFFICE ASSISTANT, SR
	To:	001721 001722 001723	039	CARE SPECIALIST I OR CARE SPECIALIST II OR CARE SPECIALIST III
Reclassify				
#2855	From:	003012	000	CLK/REC-ELEC ASST-BRH OFF
#2468, 4151, 6096	From:	003005	001	ELECTIONS ASSISTANT
	To:	001724	004	CARE SPECIALIST IV

SECTION 4. Departmental Position Allocation

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>CLERK-RECORDER-ASSESSOR (#0440)</u>				
Reclassify #8815, 9265, 6407, 1035	From: 001650		000	OFFICE ASSISTANT PRINCIPAL
#3842	From: 006463		000	RECORDER DIVISION SUPV
	To: 001725		005	CARE SPECIALIST V
Reclassify #4982	From: 006516		000	ELECTIONS DIVISION SUPV
	To: 001726		001	CARE SPECIALIST VI
<u>ADMHS (#5260)</u>				
Reclassify #3576	From: 000459		000	ALCOHOL & DRUG PROG MGR
	To: 000660		001	ADMHS ASST DIR-ALC/DRUG PRG
<u>COUNTY EXECUTIVE OFFICE (#0130)</u>				
Reclassify #2090	From: 002345		001	DIR OF BUDGET & RESEARCH
	To: 000770		002	ASST COUNTY EXEC OFFICER

SECTION 6. SPECIALIZED DUTIES

ALLOWANCES – The following allowances shall be paid only upon the written certification by the Department Head to the Assistant County Executive Officer/Human Resources Director of the names of the eligible employees.

- a. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of five percent (5%) of the basic salary assigned to the classification. The number of employees assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u>	<u>Classification Title</u>	<u>Maximum No. of Employees Authorized</u>
Clerk-Recorder-Assessor	CARE Specialist II	10

- e. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of five, ten or fifteen percent (5%, 10%, or 15%) of the basic salary assigned to the classification. The number of employees assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u>	<u>Classification Title</u>	<u>Maximum No. of Employees Authorized</u>
County Executive Office	Admin Analyst Principal	1

2. Except as amended by this Resolution, Resolution No. 05-196 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 _____, 2005, 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
10/25/05

By: _____ (SEAL)
Deputy Clerk