

CROSSWALK PROJECT OVERVIEW

Santa Barbara County Code of Ordinances (@Feb 2021)



Section 27 Personnel

Article I - In General

		Revision Planned				Comment
		Ordinance	BOS Resolution	Civil Service Rules	Policy Manual	
27-1	Definitions					Not necessary; commonly understood
27-2	Applicability of Chapter					Not necessary
27-3	Office Hours -- Generally					
27-4	Office Hours - County Treasurer's Office					Per GC 27260,
27-4.1	Office Hours - County Clerk-Recorder					hours must be stated in
27-4.2	Office Hours - County Planning Department					ordinance or in resolution
27-4.3	Office Hours - Agricultural Commissioner/Sealer of Weights & Measures		✓			(prefer resolution when there is a choice)
27-4A	Office Hours - County Personnel Department					
27-5	Office Hours - Holidays					Covered by by MOUs and Mgmt Resolution
27-6	Work Week Established; Overtime work				✓	In statute and in PM 502
27-7	Extra help appointments of regular employees				✓	Move to CSR & add detail to PM (now: 801.3,204.4,702.2)
27-7.1	Election officers; deputy clerk for voter registration			✓		Add to CSR
27-8	Establishment of offices generally; authorized employees			✓	✓	Paragraph 1 & 2 unnecessary, Paragraph 3 add to CSR or Policies
27-9	Hiring, appointing and discharging generally			✓		Move to CSR: d, first sentence of b & e; all else is duplicated elsewhere
27-10	Sick leave	27-1		✓	✓	Sick leave covered in law, MOUs,PM, CSR. Retirement credit must be in ordinance per CA GC 31641.03
27-11	Repealed by previous ordinance					Not relevant
27-12	Leaves of absence			✓	✓	Already covered in law, CSR, PM
27-13	Travel expense				✓	In A-C policies; add to PM; add to MOUs
27-13.1	Advance travel revolving fund					Unnecessary per A-C as it is handled at the department level
27-13.2	Funds for training and orientation of supervisors-elect	27-2				Keep as written
27-13.3	Business expenses				✓	Add to PM
27-14	Additional compensation during emergencies	27-3			✓	In MOUs, add details to PM
27-15	How compensation rates established; temporary payments					In existing law; unnecessary
27-15.1	Intermittent and hourly employment					In existing law; unnecessary
27-16	Time and compensation of payment of compensation	27-4		✓	✓	In CSR & PM; meets requirements of CA GC 28003(a), 28004
27-17	Change in compensation or in total number of positions established					Paraphrases existing law; unnecessary
27-18	Separate maintenance for employees					Rarely relevant & can be handled at department level if it is
27-19	Authority and duties of auditor; certification of time sheets	27-6				Simplified; A-C authority and duties are in existing law
27-20	Fees to be paid to county				✓	In statute; PM 705.2.1 mentions witness fees (only); add detail to PM
27-20.1	Incompatible activities	27-7			✓	Simplify language; in PM 1102.3 also
New:						
27-5	Filling vacant positions excluded from civil service	27-5		✓	✓	Added for clarity
27-7	Political activities of officers and employees	27-8		✓	✓	Moved from 27-29 (Article II)
27-9	Equal employment opportunity	27-9		✓	✓	Moved from 27-30 (Article II) and restated

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Article II - Civil Service System of Santa Barbara County

		Revision Planned				Comment
		Ordinance	BOS Resolution	Civil Service Rules	Policy Manual	
27-21	Adoption; purposes	✓				Simplify language; add enabling code section
27-22	Civil Service Commission: Composition, appointment, qualifications, etc	✓				Simplify language; add clarity
27-23	CSC: Officers, meetings, duties and powers, confidential secretary	✓				Simplify language; add "good cause" to investigations
27-24	Duties of Personnel (HR) Director	✓				Adds "Propose civil service rules" (reflects current practice)
	Recommend to BOS all position allocations			✓		Rule 202 (BOS decides)
27-25	Persons deemed exempt from civil service	✓				Adds to exempt: enterprise leader positions (unless BOS says otherwise)
	Recruiting & selection procedures for DH, Asst DH	27-5				Moved to Article I, 27-5
	Extra help added	✓				Specifically names "extra help" (currently: "temporary"); also in 27-7
27-26	Recommendation of civil service rules	✓		✓	✓	Adds HR director as a source of recommendations to the BOS (reflects current practice)
	Rule of ten for eligibility lists	✓		✓	✓	Duplicates CSR reference
	Probationary period of one year	✓		✓	✓	Adds language that exemptions may be noted in CSR
	Provisional, temporary, emergency appointments	✓		✓	✓	Specifies that these are subject to CSR
27-27	Dismissal, suspension, or reduction in rank or pay	✓		✓		New language reflects historical practice about back pay if employee is reinstated
27-28	Status of present employees	✓				Not relevant
27-29	Political activities of officers and employees	27-8				Moved to Article I, 27-8
27-30	Non-Discrimination	27-28				Also in Article I, 27-9; retitled "Equal employment opportunity"
27-31	Amendment and Repeal	27-29				Clean up language
27-32	Severability	✓				Provided elsewhere in ordinance
27-33	Compensation and expenses of commissioners	27-30				Reflects current rate and practice