

# 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:** 05/12/06  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 5/23/06  
**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:** Special Duty Allowance

---

## **Recommendation(s):**

That the Board of Supervisors:

Adopt 2 resolutions as follows:

Effective May 22, 2006, add a ten percent (10%) special duty allowance for one EDP Computer Operator III (Class 002432) in the Auditor-Controller's office;

Effective May 21, 2007, delete a ten percent (10%) special duty allowance for one Computer Operator III (Class 002432) in the Auditor-Controller's office.

## **Alignment with Board Strategic Plan:**

The recommendations are primarily aligned with Goal No. 3. A Strong Professionally Managed County Organization.

## **Executive Summary and Discussion:**

The CEO/Human Resources Department recommends the adoption of a ten percent (10%) special duty allowance for one EDP Computer Operator III position in the Auditor Controller's Office. The allowance recognizes the unique support responsibilities associated with the mainframe operations for the property tax systems managed by a consortium of departments including the Auditor-Controller, County Clerk Recorder Assessor, and Treasurer Tax Collector. The departments have indicated that the responsibilities assigned to the position will end in approximately one year, thus eliminating the need for the allowance at that time.

## **Mandates and Service Levels:**

No change in programs or service levels.

**Fiscal Impact**

The estimated cost for the remainder of Fiscal Year 05-06 is approximately \$564. The estimated cost for Fiscal Year 06-07 is approximately \$6204. The Auditor Controller's Office has indicated that the additional cost will be absorbed within the department's budget.

**Special Instructions:**

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

CC: County Executive Officer  
Auditor-Controller

**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 4, 2005, is hereby amended by amending that (those) portion(s) of Section(s) 6 read as follows effective May 22, 2006:

**SECTION 6. SPECIALIZED DUTIES**

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

- b. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of ten percent (10%) 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>
Auditor-Controller	EDP Computer Operator III	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 \_\_\_\_\_, 2006, 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  
5/12/06

By: \_\_\_\_\_ (SEAL)  
Deputy Clerk

**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 4, 2005, is hereby amended by amending that (those) portion(s) of Section(s) 6 read as follows effective May 21, 2007:

**SECTION 6. SPECIALIZED DUTIES**

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

- b. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of ten percent (10%) 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>
Auditor-Controller	EDP Computer Operator III	0

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 \_\_\_\_\_, 2006, 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  
5/12/06

By: \_\_\_\_\_ (SEAL)  
Deputy Clerk