



**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: Human Resources
Department No.: 064
For Agenda Of: 8/30/2022
Placement: Departmental
Estimated Time: 30
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Director(s) Contact Info: Maria Elena De Guevara, Human Resources Director
805-568-2800
Erin Jeffery, Employment & Workforce Planning Division Chief
805-568-2808

SUBJECT: Elected Department Head Salaries

DocuSigned by:
Maria Elena De Guevara
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County Counsel Concurrence

As to form: Select_Concurrence

Other Concurrence: Select_Other

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Select_Concurrence

Recommended Actions:

That the Board of Supervisors

- a) Consider options regarding Elected Department Head salaries as follows:
 - 1. Option 1 (Attachment A): Effective September 5, 2022, provide a 2.5% general wage increase plus 2.5% commensurate to the performance-based salary increase received by Appointed Department Heads and provide for future salary increases as a flat percentage rate increase equivalent to what Appointed Department Heads are eligible to receive (a combination of general wage increase plus performance-based increase);
 - 2. Option 2 (Attachment B): Effective September 5, 2022, provide a 2.5% general wage increase plus 2.5% commensurate to the performance-based salary increase received by Appointed Department Heads and provide future increases as follows:
 - i. Provide the District Attorney with a flat percentage wage increase equivalent to the percentage wage increase provided to County Counsel and the Public Defender Department Heads (a combination of general wage increase plus performance-based increase);
 - ii. Provide the Auditor-Controller, Clerk-Recorder-Assessor, and Treasurer-Tax Collector a flat percentage increase equivalent to what Appointed Department Heads are eligible to receive (a combination of general wage increase plus performance-based increase);

- iii. Provide the Sheriff a flat percentage increase equivalent to the general wage increase for the Sheriffs Managers Association plus an adjustment that aligns the total percentage increase with other Elected Department Heads;
 3. Option 3 (Attachment C): Effective at the start of each new term in office, set salaries for Elected Department Heads at the median of the market and provide for future increases based on the Consumer Price Index – Urban (CPI-U) that is the basis for salary increases for elected members of the Board of Supervisors;
 4. Option 4 (Attachment D): Provide annual salary increases for Elected Department Heads based on the same CPI-U that is the basis for salary increases for elected members of the Board of Supervisors and effective in the same pay period;
 5. Option 5a (Attachment E): Provide a 2.5% salary increase for Elected Department Heads effective September 5, 2022 and County Human Resources will return to the Board prior to the new term in office;
 6. Option 5b (Attachment F): Provide a 5% salary increase for Elected Department Heads effective September 5, 2022 and County Human Resources will return to the Board prior to the new term in office.
 7. Option 6: Take no action at this time
 8. Option 7: Provide other direction
- b) Consider options and provide direction to County Human Resources regarding parity between Attorney Department Head positions.
- c) Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above actions are government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and are therefore not a project subject to environmental review.

Summary Text:

These options are presented to the Board of Supervisors (Board) for consideration to establish a mechanism to provide salary increases to Elected Department Heads.

Background:

Elected Department Head compensation and salary increases are authorized by Resolution as set by the Board of Supervisors. Resolution No. 18-163 provided salary increases for Elected Department Heads as a flat percentage amount based on the compensation pools for Appointed Department Heads. In December 2021, the compensation pool as a pay concept was eliminated and replaced by a General Salary Increase (aka “COLA”) in addition to performance-based pay increases. For FY 21-22 performance evaluations, the performance-based pay increases were set equivalent to a half-step or 2.5%. Since the compensation pool model was eliminated, there was no basis by which to authorize salary increases for Elected Department Heads without a revision to Resolution No. 18-163.

The options presented to the Board today recognize that Elected Department Heads manage complex operations similar to their Appointed Department Head counterparts and recognize that it is important and necessary to establish a methodology for salary increases.

Options 1 through 5 are presented to the Board in draft resolution form; should the Board select one of these options as is, or with modification, County Human Resources will return to the Board with the final resolution for consideration and adoption. Option 3 or 5, County Human Resources will return to the Board with a new resolution and recommendations prior to the start of a new term in office.

Page 3 of 3

In addition, the Board is presented with options regarding parity between Attorney Department Heads (Elected District Attorney, and Appointed Public Defender and County Counsel).

Performance Measure:

N/A

Contract Renewals and Performance Outcomes:

N/A

Fiscal and Facilities Impacts:

Budgeted: Yes **Fiscal Analysis:**

Estimated Fully Loaded Cost of each Option	Fiscal Year 2022-23	Annualized
2.5% Increase	36,681	45,414
3.0% Increase	44,017	54,497
5.0% Increase	73,361	90,828

Narrative:

The cost for providing a 2.5% salary increase for the remainder of FY 22-23 is \$36,681 and \$45,414 annualized.

The cost for providing a maximum 3% salary increase tied to the CPI-U used to increase Board Member salaries is \$44,017 for the remainder of FY 22-23 and annualized is \$54,497.

The cost for providing a 5% salary increase to Elected Department Heads for the remainder of FY 22-23 is \$73,361 and annualized is \$90,828.

Key Contract Risks:

N/A

Staffing Impacts:

N/A

Special Instructions:

Please send one copy of the minute order and fully signed resolution to Erin Jeffery, EWP Division Chief at emjeffery@countyofsb.org

Attachments:

- Draft Attachment A – Elected Department Head Resolution Option 1
- Draft Attachment B – Elected Department Head Resolution Option 2
- Draft Attachment C – Elected Department Head Resolution Option 3
- Draft Attachment D – Elected Department Head Resolution Option 4
- Draft Attachment E – Elected Department Head Resolution Option 5a
- Draft Attachment F – Elected Department Head Resolution Option 5b

Authored by:

E. Jeffery

cc:

- Mona Miyasato, County Executive Officer
- Rachel Van Mullem, County Counsel
- Elected Department Heads