

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: 12/15/05
Department Name: Human Resources
Department No.: 064
Agenda Date: 1/3/06
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: Classification and Compensation

Recommendation(s):

That the Board of Supervisors:

Adopt a resolution effective January 2, 2006, as follows:

A. Establishing a 5% Special Duty Allowance for one Legal Secretary I/II position in the District Attorney's office.

B. ESTABLISH JOB CLASSIFICATION:
Survey Supervisor (Class 7327), Range 6058 (\$4,978 - \$6,078 per month);

REALLOCATE POSITIONS:

From: 2.0 FTE Deputy County Surveyor (Class 2230)

To: 2.0 FTE Survey Supervisor/Deputy County Surveyor (Classes 7327/2230)

C. RETITLE JOB CLASSIFICATIONS:
From: Identification Technician I/II/Senior (Classes 4105/4106/4107)
To: Forensic Technician I/II/Senior

Alignment with Board Strategic Plan:

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

A. Executive Summary and Discussion:

The District Attorney's Office is about to embark on a significant project that will automate the criminal case filing and discovery processes. Beginning with the Santa Barbara Police Department (SBPD), the department will work with a case management vendor to automate the transfer of law enforcement reports/requests for filing documents in an electronic fashion. Using

new modules, cases will be reviewed, filing decisions entered, complaints produced and defense discovery provided. As new materials are forwarded electronically, discovery staff will route the materials both to the Deputy DA and defense attorney, to ensure that all documents are provided per legal mandate. Once implemented with the SBPD, the department will work with the remaining six law enforcement agencies to automate this function countywide.

This effort represents a significant change in the way cases are processed. The department wants to assign a Legal Secretary I/II the additional responsibility of evaluating how cases will be handled by legal secretarial staff at the conclusion of the automation project. Based on this responsibility the District Attorney's office requested a 5% Special Duty Allowance for the individual assigned this responsibility.

Human Resources has reviewed the District Attorney's request and is recommending a 5% Special Duty Allowance for the period of time that the incumbent is assigned to work with a case management vendor to automate the transfer of law enforcement reports/requests for filing documents in an electronic fashion. The District Attorney's office will return to your Board to delete the Special Duty Allowance assignment at the conclusion of the project. The estimated date of completion is December 2007.

Mandates and Service Levels:

No change in programs or service levels.

Fiscal Impact:

The annual cost of this allowance is approximately \$1,644 for the remainder of fiscal year 05-06 and \$2,818 for fiscal year 06-07. The District Attorney's office will fund the increase within its existing budget.

B. Executive Summary and Discussion:

Human Resources is recommending the establishment of a Survey Supervisor classification to address a difficult staffing challenge for the Public Works Department. Historically, the County has had difficulty recruiting for and filling its Deputy County Surveyor positions due to the State requirement that incumbents possess a valid California Professional Land Surveyor's License.

Human Resources proposes to resolve this issue by establishing an entry-level, unlicensed classification that would allow Public Works to hire or promote existing staff to the unlicensed Survey Supervisor classification. Survey Supervisor incumbents would be allowed eighteen months from the time of appointment to obtain the required professional surveyor's license. Upon obtaining the required license, Survey Supervisor incumbents would automatically be flexed to the existing Deputy County Surveyor classification.

There is no change to the salary of the licensed Deputy County Surveyor classification. The salary for the lower, non-licensed Survey Supervisor classification is based upon internal salary relationships within the Public Works Department.

Mandates and Service Levels:

No change in program or service levels

Fiscal Impact:

There are no fiscal impacts associated with establishing a job classification. Additionally, there will be no general fund increase as a result of reallocating positions to the lower-salaried class in the new flex series.

C. Executive Summary and Discussion:

Human Resources recommends changing the job titles of the Identification Technician I, II and Senior to Forensic Technician I, II and Senior to better describe the responsibilities of the classes.

Mandates and Service Levels:

No change in program or service levels

Fiscal Impact:

There are no fiscal impacts associated with retitling job classifications.

Special Instructions:

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

CC: County Executive Officer
District Attorney
Public Works
Sheriff
SEIU Local 620
Engineers and Technicians Association

**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) 2, 4, and 6 read as follows effective January 2, 2006:

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>BARG UNIT</u>
<u>Establish:</u>						
7327	SURVEY SUPERVISOR	6058	A-E	\$28.623-\$34.943	NO	29
4105	FORENSIC TECHNICIAN I	4756	A-E	\$14.952-\$18.254	YES	24
4106	FORENSIC TECHNICIAN II	5246	A-E	\$19.091-\$23.307	YES	24
4107	FORENSIC TECHNICIAN SR	5496	A-E	\$21.627-\$26.401	YES	24

SECTION 4. Departmental Position Allocation

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>TOTAL NO. POS.</u>	<u>TITLE</u>	<u>BARG UNIT</u>
<u>PUBLIC WORKS-SURVEYOR (#1615)</u>					
Reallocate #2470 and 4242					
From:	2230		000	DEPUTY COUNTY SURVEYOR	29
To:	2230		002	DEPUTY COUNTY SURVEYOR OR	29
	7327			SURVEY SUPERVISOR	29

SECTION 6. SPECIALIZED DUTIES

ALLOWANCES – The following allowances shall be paid only upon the written certification by the Department Head to the 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 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>
District Attorney	Legal Secretary I/II	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
1/3/06

By: _____ (SEAL)
Deputy Clerk