

**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: 6/12/03
Department Name: Human Resources
Department No.: 064
Agenda Date: 6/24/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ann Goodrich, Director
Human Resources Department

STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822

SUBJECT: Reconciliation of Allocated Positions and Classification Studies

Recommendation(s):

That the Board of Supervisors:
Adopt one resolution effective June 23, 2003, as follows:

- A. ESTABLISH JOB CLASSIFICATION
California Children's Services Caseworker, Supervising (Class 1400), Range 4780 (\$2,632-\$3,213 per month).
- B. DEPARTMENTAL POSITION ALLOCATION CHANGES
PUBLIC HEALTH (#5210)
Add: 1.0 FTE California Children's Services Caseworker, Supervising (Class 1400), Range 4780 (\$2,632-\$3,213 per month);
Add: 1.0 FTE Facilities Manager, Departmental (Class 3431), Range 5900 (\$4,601-\$5,617 per month);
Reclassify: 1.0 FTE Department Analyst Program (Class 2160), Range 5460 (\$3,695-\$4,510 per month) to Departmental Assistant (Class 2165), Range 5140 (\$3,149-\$3,845 per month);
Reallocate: 4 (.75 FTE) Health Services Aide, Senior (Class 6831), Range 4340 to 4 (.625 FTE) Health Services Aide, Senior (\$1,267-\$1,548 per month).
- ADMHS (#5250)
Add: 1 (.5 FTE) Staff Physician I/II (Classes 7102/7103), Ranges 7116/7216 (\$5,150/\$5,414 per month).
- PUBLIC WORKS-ROADS (#4510)
Add: 1.0 FTE Computer Systems Specialist I/II (Classes 2171/2174), Ranges 5510/5810 (\$3,788-\$4,624/\$4,399-\$5,370 per month);
Add: 2.0 FTE Equipment Mechanic I/II (Classes 3350/3351), Range 4800/5190 (\$2,658-\$3,245/\$3,229-\$3,942 per month).

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 Public Health Department requested that the Human Resources Department conduct a study to determine the feasibility of creating a new supervisory classification for the California Children's Services (CCS) Program. The original organizational structure placed a Supervising Public Health Nurse in charge of both the Public Health Nursing staff and the CCS Caseworker staff. However, the program has grown in size to sixteen staff members and the workload for the Supervising Public Health Nurse has become unmanageable. In the last budget cycle the Public Health Department requested a special duty allowance for a CCS Caseworker in order to try out the idea of adding another supervisor. This experiment proved successful and the Public Health Department would like to move forward with creating a permanent supervisory classification.

Based on our analysis of the information submitted to us by the Public Health Department, the Human Resources department recommends the creation of a CCS Caseworker, Supervising. This will provide a layer of supervision that will reduce the workload on the Supervising Public Health Nurse, who will maintain overall supervision of the CCS program. This new supervisory classification will be available to provide day-to-day supervision and technical advice to CCS Caseworker staff. The new classification will require very specific technical knowledge in order to be successful and therefore, there is no existing or generic classification that will meet the needs of the department. Human Resources is recommending a 10% salary difference between the proposed CCS Caseworker Supervising and the CCS Caseworker. While we could not find any direct comparisons in other agencies, a 10% differential is typical between first-line supervisors and their subordinate staff. The CCS Caseworker's salary is not tied to any other class and therefore, there should be no ripple effect or other widespread impacts to the County as a result of creating this classification.

The Public Health Department provides the following information as requested by the Board Chair for new classifications.

- 1) PHD is changing one (1) FTE CCS (California Children's Services) Caseworker to a newly created one (1) FTE CCS Caseworker, Supervising in order to reduce the number of staff directly supervised by the Supervising Public Health Nurse. The Supervising PHN currently supervises seven (7) FTE PHN's and eight (8) FTE CCS Caseworkers. The new position will supervise seven (7) FTE CCS Caseworkers, and will be supervised by the Supervising PHN.
- 2) The expected impact of the change in allocation will be increased efficiency and accuracy of case management on behalf of eligible children, including response to service requests from new applicants, families with active CCS cases, and community health care providers.
- 3) Productivity and efficiency are measured in CCS Administration primarily by case reviews conducted by supervisory staff. This new position will provide another resource for ongoing consultation and scheduled case reviews to evaluate the quality of program services. The Supervising CCS Caseworker will also provide another source for timely employee performance reviews, and monitoring of any necessary interventions.
- 4) This new position will not result in any immediate caseload alterations. It will, however allow for more flexibility in supervisory assignments as CCS adapts to state-mandated CCS Administrative staffing standards.

5) The single new position will be applicable in CCS only, and will provide a promotional opportunity for CCS Caseworkers or other qualified individuals.

6) This new classification has been reviewed by the County Administrator's office and recommended as part of the Fiscal Year 2003-04 budget.

7) The additional cost will be the proposed 10% salary increase as one CCS Caseworker, at range 4580, is changed to one Supervising CCS Caseworker, at range 4780, in CCS Administration, Program 1199. This is a cost of approximately \$3,658 at Step E. The county match in this budget is approximately 12%, or \$439. The increased cost will be absorbed within the Public Health Department's budget.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

The fiscal impact is identified in the adopted budget.

B. Executive Summary and Discussion:

This action adds and deletes positions recommended by the County Administrator during the budget process and classified by the Human Resources Department. These positions are funded in the adopted budget.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

The fiscal impact is identified in the adopted budget.

Special Instructions:

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

CC: County Administrator
Affected Department Heads
Affected Employee Organizations

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

IN THE MATTER OF AMENDING RESOLUTION)
NO. 02-234, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 02-234 established a Classification Plan, and authorized Departmental Position Allocation effective June 24, 2002; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 02-234, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 02-234, adopted by this Board on June 25, 2002, is hereby amended by amending that (those) portion(s) of Section(s) 2 & 4 to read as follows effective June 23, 2003:

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>Add:</u> 01400	CCS CASEWORKER SUPV	4780	A-E	\$15.132-\$18.473	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>PUBLIC HEALTH (#5210)</u> Add 1 New	001400		001	CCS CASEWORKER SUPV
Add 1 New	003431		001	FACILITIES MANAGER, DEPT
Change 558 From:	002160		000	DEPT ANALYST PROGRAM
To:	002165		006	DEPARTMENTAL ASST
Reallocate 463, 1217, 2703, 5559 From:	006831	.75	000	HEALTH SERVICES AIDE SR
To:	006831	.625	004	HEALTH SERVICES AIDE SR
<u>ADMHS (#5250)</u> Add 1 New	007102	.5	001	STAFF PHYSICIAN I OR
	007103	.5		STAFF PHYSICIAN II
<u>PUBLIC WORKS –ROADS (#4510)</u> Add 1 New	002171		001	COMPUTER SYS SPEC I OR
	002174			COMPUTER SYS SPEC II
Add 2 New	003350		005	EQUIPMENT MECHANIC I OR
	003351			EQUIPMENT MECHANIC II

2. Except as amended by this Resolution, Resolution No. 02-234 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 _____, 2003, 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
6/24/03

By: _____ (SEAL)
Deputy Clerk