

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: 1/3/02
Department Name: Park
Department No.: 052
Agenda Date: 1/22/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Jennifer Briggs
Director of Parks

STAFF CONTACT: Coleen Lund, P.E.
Project Manager (568-2470)

SUBJECT: Personnel Action in Parks Department

Recommendation:

That the Board of Supervisors adopt a resolution, effective January 21, 2002, as follows:

Add: One, full-time (1.0) Civil Engineering Associate III (#1547), Range 587 (\$4,533 - \$5,533 per month).

Delete: One, three-quarter-time (0.75) Civil Engineering Associate III (#1547), Range 587 (\$4,533 - \$5,533 per month).

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

Executive Summary and Discussion:

The Civil Engineering Associate III in the Park Department works collaboratively with the Project Manager in the Capital Projects/Planning section to manage and oversee the numerous capital improvement projects the Department is responsible for. This position was reduced from a full-time (1.0) position to a three-quarter-time (0.75) position in January 2001 to accommodate the incumbent's needs as a new mother. The incumbent recently decided to leave County employment (effective January 31, 2002).

Given the workload in the Capital Projects/Planning section, the Park Department is anxious to fill this position as soon as possible. However, the Department is very likely to have difficulty attracting a good candidate for a three-quarter-time position. It is therefore recommended that the Civil Engineering Associate III position be increased from a three-quarter-time (0.75) position to a full-time (1.0) position, thereby restoring it to its original status. This action will assist the Department in recruiting a quality candidate for this position and, at the same time, help address current workload requirements.

Subject: Increase Civil Engineering III Position from Three-Quarter-Time to Full-Time

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The additional cost to restore this position to full-time status (approximately \$7,200 for FY 2001-02 and \$21,600 per year for subsequent fiscal years) will be covered by salary savings experienced during the recruitment period and some curtailments in the Department's marketing program.

Mandates and Service Levels:

There are no mandates or changes in service levels.

Fiscal and Facilities Impacts:

The estimated additional cost of increasing the time for this position is \$7,200 for FY 2001-02 and \$21,600 per year for subsequent fiscal years.

There are no facilities impacts.

Special Instructions:

Please send one copy of the approved resolution to Susan Kean, Human Resources Department, and one copy to Mike Gibson, Park Department.

Concurrences:

Human Resources Department
County Administrator