



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: October 1, 2024
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Kristy Schmidt, Human Resources Director, 568-2817
Director R.W. Ziegler, Chair Civil Service Commission, 568-2810
Contact Info: Yvonne Torres, Assistant HR Director, 568-3075

SUBJECT: 2023-2024 Annual Report of the Civil Service Commission

County Counsel Concurrence

As to form: N/A

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Receive and file the Annual Report of the Civil Service Commission for Fiscal Year 2023-2024 as it appears in Attachment A, and
- b) Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

Summary Text:

This report is submitted in accordance with County Code Section 27-23(d) and Civil Service Rule 202 (c) and summarizes the work conducted by the Civil Service Commission in Fiscal Year 2023-2024.

Background:

Santa Barbara County voters established the current Civil Service System on November 3, 1970. As noted in the County Code, the basic purpose of the Civil Service System is “to maintain a fair and equitable employment relationship between the county and its employees, and to promote and increase economy and efficiency in county service.”

The Civil Service Commission consists of five members, one appointed from each supervisorial district, charged with the administration of the County’s Civil Service System. The Commission holds hearings on appeals of disciplinary actions as provided by the Civil Service Rules; holds hearings on discrimination complaints; conducts investigations concerning the administration of personnel or conditions of employment; makes recommendations on Civil Service Rules and advises the Board of Supervisors; and submits an annual report to the Board of Supervisors.

The following is a four- year summary of the work of the Civil Service Commission covering Fiscal Year 20-21 through Fiscal Year 2023-24.

TOPICS	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023 -24
New appeals filed	1	1	1	3
Request for rehearing	0	0	1	0
Hearing/Appeal (continued)	1	1	0	0
Appeals withdrawn/dismissed; Removed with prejudice	1	0	2	2
Hearing days	9	8	1	0
Settlements without hearings	0	0	0	1
Discrimination complaints	1	0	0	0
Investigation requests	1	1	1	0
Pending cases carried forward to next year	1	0	0	0
Pending writs in superior court from prior years	0	1	1	0
Petition for writ filed	0	1	0	0
Extra Help Extensions	110	116	157	140

Additional detail regarding the work of the Civil Service Commission over the past fiscal year may be found in the attached Annual Report for Fiscal Year 2023-2024. The recommended action is to receive and file this report.

Fiscal Analysis:

Narrative:

Total operating expenses of the Civil Service Commission in Fiscal Year 2023-2024 totaled \$77,243, as detailed in the attached report, which excludes productivity costs of some additional staff time in Human Resources and in County Counsel. In addition, individual departments incur costs related to hearings and appeals involving their employees, which are not captured in this total.

Special Instructions:

Upon approval by the Board, please email one (1) copy of the minute order to Vanessa Hernandez at vhernandez@countyofsb.org

Attachments:

Attachment A: Fiscal Year 2023-2024 Annual Civil Service Commission Report

Authored by: Vanessa Hernandez, Secretary Civil Service Commission

cc: Civil Service Commissioners
Mona Miyasato, County Executive Officer
Department Heads
Recognized Employee Organizations