



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: 8/27/2019
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Maria Elena De Guevara, Human Resources Director, 805-568-2816
Director(s) 2816
Contact Info: Erin Jeffery, Employment & Workforce Planning Manager, 805-568-2808

SUBJECT: **Reconciliation of FY 2019-2020 Departmental Position Allocations to Amend the Salary Resolution, and Reclassifying One Position in the CEO's Office to Admin Professional and Exempting the Admin Professional Positions in the CEO's Office from the Civil Service System**

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Adopt the resolution in Attachment A as of August 26, 2019, which updates department position allocations to include ministerial changes to position allocations corresponding to the Fiscal Year 2019-2020 Adopted Budget, approved on June 11, 2019, and reclassifies one position in the County Executive Office to the Administrative Professional job classification by amending the Salary Resolution;
- b) Adopt the resolution in Attachment B exempting both positions allocated as Administrative Professionals in the County Executive Office and their current incumbents from the County's civil service system; and
- c) Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in potential physical impacts on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4) of the CEQA guidelines.

Summary Text:

Human Resources is requesting approval to update the Classification and Salary Plan as required by Section 27-17 of the County Code to expedite ministerial position allocations approved by the Board during the adoption of the Fiscal Year 2019-2020 Budget at the Budget Hearings on June 11, 2019. The action in Attachment A reflects ministerial changes to departmental position allocations corresponding with the Fiscal Year 2019-2020 Adopted Budget.

The County Executive Office is also in the process of reclassifying an existing Administrative Office Professional (AOP) I/II – Restricted to an Administrative Professional to appropriately classify the position based on the duties being performed. Once that position is reclassified, the action in Attachment B will exempt it from the County’s Civil Service system and assign an “at-will” designation to both Administrative Professional positions and their incumbents providing support to the County Executive Office.

Background:

Positions in the Administrative Professional classification provide executives with secretarial and administrative support. These roles require the highest standards of confidentiality, professionalism, institutional savvy, technical acumen, trustworthiness, and individual commitment and compatibility with the Department’s director and other executives, coupled with the need for maximum flexibility in hiring and retention in this job classification. Across the County there are currently fourteen (14) Administrative Professionals of which twelve (12) are assigned an “at-will” designation and are exempt from the County’s Civil Service system.

Fiscal and Facilities Impacts:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 12,000.00	\$ 14,200.00	\$ -
State			
Federal			
Fees			
Other			
Total	\$ 12,000.00	\$ 14,200.00	\$ -

Budgeted: Yes

Narrative: The fiscal impacts of the ministerial position allocation changes in Attachment A were previously approved by the Board as part of the Fiscal Year 2019-2020 Adopted Budget during the Budget Hearings on June 11, 2019.

The cost increase, both current-FY and annualized on-going, in the above table is entirely associated with the reclassification request.

Staffing Impacts:

Legal Positions:

Delete 7 positions

FTEs:

No change to FTE

The seven legal positions deleted were not funded as part of the Fiscal Year 2019-2020 Adopted Budget, so there is no associated change to FTE with deleting these legal positions. The change in annualized FTE from the reclassification request is outlined under Fiscal and Facilities Impacts.

There is no change to the number of legal positions associated with reclassifying a position or exempting a position from the civil service system of the County.

Special Instructions:

Please return one copy of the approved and signed Resolutions, as well as one copy of the minute order, to Stefan Brewer, Human Resources Department at SBrewer@sbcountryhr.org.

Attachments:

Attachment A – Salary Resolution

Attachment B – At-will Resolution

Authored by: Stefan Brewer, Senior Workforce Planning Analyst

cc: