

**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:** 7/23/02  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 8/6/02  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**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 Study

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**Recommendation(s):**

That the Board of Supervisors:

**A. Adopt one resolution effective August 5, 2002 to implement changes approved during fiscal year 02-03 budget hearing as follows:**

**RETITLE JOB CLASSIFICATIONS:**

Health Care Services Program Administrator (Class 003940), Range 5800 (\$4,377-\$5,344 per month) to PUBLIC HEALTH PROGRAM ADMINISTRATOR.

Health Care Services Program Administrator/Public Health Nurse (Class 003942), Range 5800 (\$4,377-\$5,344 per month) to PUBLIC HEALTH PROGRAM ADMINISTRATOR/PUBLIC HEALTH NURSE.

Health Care Services Director (Class 003896), Range 7310 (\$9,296-\$11,348 per month) to PUBLIC HEALTH DIRECTOR.

**PUBLIC HEALTH (#5210)**

Delete: 1.0 FTE Administrative Services Clerk (Class 000250), Range 4680 (\$2,504-\$3,057 per month).

Delete: 1.0 FTE Data Entry Operator (Class 002139), Range 4320 (\$2,092-\$2,554 per month).

Delete: 1.0 FTE Office Assistant II (Class 001701), Range 4140 (\$1,913-\$2,335 per month).

**AUTHORIZE SPECIAL DUTY ALLOWANCE**

Authorize 1 California Children's Services Caseworker (Class 001399), Range 4520 (\$2,312-\$2,822 per month) to receive 5% special duty allowance.

**B. Adopt one resolution effective August 4, 2003 to implement changes approved during fiscal year 02-03 budget hearing as follows:as follows:**

DELETE SPECIAL DUTY ALLOWANCE

Delete 5% special duty allowance for 1 California Children's Services Caseworker (Class 001399), Range 4520 (\$2,312-\$2,822 per month).

**C. Adopt one resolution effective September 30, 2002, as follows:**

COUNTY ADMINISTRATOR (#0130)

Add: 1.0 FTE Director of Budget and Research (Class# 002345), Range 6690 (\$6,823-\$8,330 per month).

**D. Adopt one resolution effective March 3, 2003, as follows:**

COUNTY ADMINISTRATOR (#0130)

Delete: 1.0 FTE Director of Budget and Research (Class# 002345), Range 6690 (\$6,823-\$8,330 per month).

**Alignment with Board Strategic Plan:**

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

**Executive Summary and Discussion:**

**A-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.

**C-D Executive Summary and Discussion:**

We would like to establish an unfunded Director of Budget and Research from September 30, 2002 – March 3, 2003. This would allow for the flexibility of recruitment and transition of the retirement of the current encumbant

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

Any costs incurred by the filling on this vacancy would be absorbed within the Department's adopted budget.

**Special Instructions:**

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

CC: County Administrator  
Public Health  
Local SEIU 620

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**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 and 6 to read as follows effective August 5, 2002:

**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>Change:</u>					
003940	PUB HLTH PROGRAM ADMN	5800	A-E	\$25.167-\$30.724	NO
003942	PUB HLTH PROGRAM ADMN/PHN	5800	A-E	\$25.167-\$30.724	NO
003896	PUBLIC HEALTH DIRECTOR	7310	A-E	\$53.445-\$65.245	NO

**SECTION 4. Departmental Position Allocation**

<u>DEPARTMENT/BUDGET UNIT</u>	<u>ACTION/AFFECTED POSITION #</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>PUBLIC HEALTH (#5210)</u>					
	Delete #1689:	000250		003	ADMIN SERVICES CLERK
	Delete #5421:	002139		003	DATA ENTRY OPERATOR
	Delete #7346:	001701		042	OFFICE ASSISTANT II

**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.

A. 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>Class Title</u>	<u>Maximum Number Employees Authorized</u>
Public Health	CCS Caseworker	1

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 \_\_\_\_\_, 2002, by the following vote:

AYES:

NOES:

ABSENT:

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Chair, Board of Supervisors

**ATTEST:  
MICHAEL F. BROWN  
CLERK OF THE BOARD**

**APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
COUNTY COUNSEL  
NOVEMBER 1993  
8/6/02**

By: \_\_\_\_\_ (SEAL)  
Deputy Clerk

**RESOLUTION OF THE BOARD OF SUPERVISORS  
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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) 6 to read as follows effective August 4, 2003:

**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>Class Title</u>	<u>Maximum Number Employees Authorized</u>
Public Health	CCS Caseworker	0

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 \_\_\_\_\_, 2002, 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  
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By: \_\_\_\_\_ (SEAL)  
Deputy Clerk

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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) 4 to read as follows effective September 30, 2002:**

**SECTION 4. Departmental Position Allocation**

**DEPARTMENT/BUDGET UNIT**

<u>ACTION/AFFECTED POSITION #</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<b><u>COUNTY ADMINISTATOR (#0130)</u></b>				
Add 1 new:	0002345		002	DIR OF BUDGET & RESEARCH

**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 \_\_\_\_\_, 2002, 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  
8/6/02**

**By: \_\_\_\_\_(SEAL)  
Deputy Clerk**

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RESOLUTION OF THE COUNTY OF SANTA BARBARA )**

**RESOLUTION NO. \_\_\_\_\_**

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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) 4 to read as follows effective March 3, 2003:

**SECTION 4. Departmental Position Allocation**

**DEPARTMENT/BUDGET UNIT**

<b><u>ACTION/AFFECTED POSITION #</u></b>	<b><u>CLASS</u></b>	<b><u>P/T</u></b>	<b><u>NO. OF POSITIONS</u></b>	<b><u>TITLE</u></b>
<b><u>COUNTY ADMINISTATOR (#0130)</u></b>				
Delete 1 position:	0002345		001	DIR OF BUDGET & RESEARCH

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 \_\_\_\_\_, 2002, by the following vote:

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NOES:

ABSENT:

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:  
MICHAEL F. BROWN  
CLERK OF THE BOARD

APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
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By: \_\_\_\_\_(SEAL)  
Deputy Clerk