

**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:** 9/30/03  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 10/14/03  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Scott J. Ullery, Deputy County Administrator  
Human Resources Department

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

**SUBJECT:** Reconciliation of Allocated Positions and Classification Studies

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**Recommendation(s):**

That the Board of Supervisors:

Adopt one resolution effective October 13, 2003 as follows:

RECLASSIFICATION - AUDITOR-CONTROLLER (#0410)

From: (.6) Accountant Auditor I/II/III (Classes 0020/0021/0022), Ranges 5270/5430/5620 (\$2016-\$2461/  
\$2,184-\$2,666/\$2,401-\$2,931 per month)

To: (.7) Cost Analyst I/II (Classes 1878/1879), Ranges 5720/5920 (\$2,944-\$3,595/\$3,253-\$3,971 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:**

The Auditor-Controller's office requested that the Human Resources Department reclassify a .6 FTE Accountant-Auditor III position to a .7 FTE Cost Analyst I/II position. After reviewing the information provided by the Auditor-Controllers office, the Human Resources Department concurs that the duties assigned to this position are consistent with Cost Analyst duties related to preparing indirect cost rate proposals, assisting departments analyze and develop fee structures, and the preparation of the County's cost plan. Based on this information Human Resources recommends reclassifying this position from Accountant Auditor III to Cost Analyst.

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

The anticipated additional cost of this change for the remainder of FY 03-04 is \$8,122 and \$10,830 per year in future years. The Auditor-Controller will fund this change within the department's current allocation and no additional general fund money is requested.

**Special Instructions:**

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

CC: County Administrator  
Auditor-Controller  
SEIU, Local 620

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

IN THE MATTER OF AMENDING RESOLUTION )  
NO. 03-210, AS AMENDED, BEING THE SALARY )  
RESOLUTION OF THE COUNTY OF SANTA BARBARA )

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

WHEREAS, Salary Resolution No. 03-210 established a Classification Plan, and authorized Departmental Position Allocation effective June 23, 2003; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 03-210, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 03-210, adopted by this Board on June 24, 2003, is hereby amended by amending that (those) portion(s) of Section(s) 4 to read as follows effective October 13, 2003:

**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>
<b><u>AUDITOR-CONTROLLER (#0410)</u></b>				
Reclassify 3663				
From:	0020	.6	000	ACCOUNTANT-AUDITOR I OR
	0021	.6		ACCOUNTANT-AUDITOR II OR
	0022	.6		ACCOUNTANT-AUDITOR III
To:	1878	.7	001	COST ANALYST I OR
	1879	.7		COST ANALYST II

2. Except as amended by this Resolution, Resolution No. 03-210 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  
10/14/03

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