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: 3/10/05

Department Name: Human Resources

Department No.: 064
Agenda Date: 3/22/05
Placement: Administrative

Estimate Time:

Continued Item: NO If Yes, date from:

TO: Board of Supervisors

FROM: Susan Paul, Human Resources Director

STAFF Theresa Duer, Deputy Human Resources Director

CONTACT: 568-2822

SUBJECT: Reconciliation of Allocated Positions and Classification Studies

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution, effective March 14, 2005, as follows:

ESTABLISH JOB CLASSIFICATION

Assistant County Executive Officer (Class 0770), Range 7284 (\$9,176-\$11,202 per month).

DELETE JOB CLASSIFICATION

Organizational Effectiveness Program Director (Class 5560), Range 7284 (\$9,176-\$11,202 per month).

County Administrator (#0130)

Add: 1.0 FTE Assistant County Executive Officer (Class 0770).

General County Programs (#0100)

Delete: 1.0 FTE Organizational Effectiveness Program Director (Class 5560).

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 Human Resources Department is recommending establishment of a single-position classification of Assistant County Executive Officer to oversee the direction and administration of matters relating to government and community affairs, strategic planning, and to serve as a consultant to County departments, executives and staff on a variety of issues including customer service, public participation, and public communication. The position would report directly to the County Executive Officer and serve in an executive capacity in the organization.

The salary for this position would be set at Range 7284 (\$9,176 - \$11,202/month, is the same salary of the vacant Organizational Effectiveness Director position and requires no adjustment. We are also recommending that the benefits for this classification be established at the same level of similar appointed department head/executives in bargaining unit 41.

The County Executive Officer will delete the position of Organizational Effectiveness Director and add this new position so that there is no net increase in positions. The organizational development functions associated with the Organizational Effectiveness Director have been delegated to the Human Resources Director.

The Human Resources Department is also recommending the deletion of the Organizational Effectiveness Director classification since it is no longer needed.

Fiscal Impact:

The cost to establish the benefits is approximately \$2,892 annually and will be absorbed in the County Executive Officer's budget.

Special Instructions:

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

CC: County Administrator

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

NO. 04-190,	TTER OF AMENDING AS AMENDED, BEING ON OF THE COUNTY) RESOLUTION NO				
effective Jul	WHEREAS, Sa y 5, 2004; and,	lary Resolution No. 0	4-190 establi	shed a Classi	ification Plan, and au	thorized Departmental Position Allocation
	VHEREAS, this Board of this Resolution;	Supervisors finds th	at there is go	od cause for	amending said Resolu	ution No. 04-190, as amended, in the manne
N	OW, THEREFORE, IT	IS HEREBY RESOL	VED, as follo	ows:		
Section(s) 2	1. Resolution N and 4 to read as follows			on July 6, 200	04, is hereby amended	l by amending that (those) portion(s) of
SECTION 2	. Job Classification Tabl	<u>e</u>				
JOB CLASS TITLE			SALARY RANGE	LIMIT	RATE MIN/MAX	OT ELIGIBLE
Establish: 000770	ASST COUNTY EXE	C OFFICER	7284	А-Е	\$52.756-\$64.405	NO
Delete: 005560	ORG EFFECTIVE PI	ROGRAM DIR	7284	А-Е	\$52.756-\$64.405	NO
SECTION 4	. Departmental Position	Allocation				
DEPARTMENT/BUDGET UNIT CLASS P/T			NO.	OF POSITIO	ONS	TITLE
County Adn	ninistrator (#0130)					
Add 1 new		000770	001		AS	ST COUNTY EXEC OFFICER
General Con	unty Programs (#0100)					
Delete #1025		005560	000		ORG EFFECTIVE PROGRAM DIR	
	•	ADOPTED by the Bo			ŕ	nues unchanged as in full force and effect. bara, State of California, this day o
AYES:						
NOES:						
ABSENT:						
ATTEST: MICHAEL F. BROWN CLERK OF THE BOARD			Chair, Boar	rd of Supervisors	APPROVED AS TO FORM: STEPHEN SHANE STARK COUNTY COUNTY TO THE TOTAL TO T	
By:	Clerk	(SEAL)				NOVEMBER 1993 3/22/05