

**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 CONTACT: Theresa Duer, Deputy Human Resources Director
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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