

**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: 7/8/03
Department Name: Human Resources
Department No.: 064
Agenda Date: 7/22/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

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 Studies

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution, effective July 21, 2003, to implement changes approved during fiscal year 2003-04 budget hearings as follows:

A. ESTABLISH JOB CLASSIFICATION

Alternative Transportation Manager (Class 0460), Range 6330 (\$5,702-\$6,961 per month).

PUBLIC WORKS-ROADS (#4510)

Delete: 1.0 FTE Civil Engineering Associate III/Civil Engineer (Classes 1547/1549),
Ranges 5944/6244 (\$4,703-\$5,742/\$5,462-\$6,668 per month);

Add: 1.0 FTE Alternative Transportation Manager (Class 0460), Range 6330 (\$5,702-\$6,961 per month).

B. DISTRICT ATTORNEY (#2865)

Delete: 1.0 FTE Truancy Program Social Worker Practitioner (Class 7531), Range 5410
(\$3,603-\$4,399 per month)

Add: 1.0 FTE Truancy Program Supervisor (Class 7532), Range 5610 (\$3,968-\$4,861
per month).

PUBLIC WORKS-ROADS (#4510)

Reclassify 2.0 FTE Civil Engineering Associate I/II (Classes 1545/1546), Ranges
5544/5844 (\$3,852-\$4,703/\$4,474-\$5,462 per month) to Civil Engineering Associate
III/Civil Engineer (Classes 1547/1549), Ranges 5944/6244 (\$4,703-\$5,742/\$5,462-\$6,668
per month).

PUBLIC WORKS-SOLID WASTE (#8810)

Reclassify 1.0 FTE Accounting Assistant Senior (Class 0062), Range 4530 (\$2,323-\$2,836 per month) to Account Technician (Class 0157), Range 4830 (\$2,698-\$3,294 per month).

PUBLIC WORKS-LAGUNA SANITATION (#9141)

Reclassify 1.0 FTE Departmental Assistant, Senior (Class 2168), Range 5340 (\$3,480-\$4,248 per month) to Departmental Analyst Fiscal (Class 2163), Range 5460 (\$3,695-\$4,510 per month).

PLANNING & DEVELOPMENT-BUILDING SAFETY (#4020)

Delete: 1.0 FTE Planner III (Class 6022), Range 5870 (\$4,533-\$5,533 per month).

PLANNING & DEVELOPMENT (#4390)

Add: 1.0 FTE Planner I/II (Classes 6020/6021), Ranges 5270/5570 (\$3,360-\$4,102/\$3,903-\$4,765 per month);

Delete: 2.0 FTE Planner I/II (Classes 6020/6021), Ranges 5270/5570 (\$3,360-\$4,102/\$3,903-\$4,765 per month);

Delete: 3.0 FTE Planner III (Class 6022), Range 5870 (\$4,533-\$5,533 per month);

Delete: 1.0 FTE Supervising Planner (Class 7321), Range 6170 (\$5,264-\$6,427 per month);

Reallocate: 1.0 FTE Accountant III (Class 0016), Range 5620 (\$4,001-\$4,885 per month) to 0.75 FTE (\$3,000-\$3,663 per month);

Reallocate: 0.875 FTE Planner III (Class 6022), Range 5870 (\$3,966-\$4,842 per month) to 1.0 FTE (\$4,533-\$5,533 per month);

Reallocate: 1.0 FTE Planning Process Analyst (Class 6030), Range 6170 (\$5,264-\$6,427 per month) to 0.5 FTE (\$2,632-\$3,213 per month).

Reallocate .75 FTE Planning Technician I/II (Classes 6032/6034), Ranges 4650/4940 (\$1,850-\$2,258/\$2,138-\$2,610 per month) from Budget Unit 4020 to Budget Unit 4390.

PLANNING & DEVELOPMENT-ENERGY (#4395)

Delete: 2.0 FTE Planner I/II (Classes 6020/6021), Ranges 5270/5570 (\$3,360-\$4,102/\$3,903-\$4,765 per month);

Delete: 0.875 FTE Planner I/II (Classes 6020/6021), Ranges 5270/5570 (\$2,940-\$3,590/\$3,415-\$4,169 per month).

DELETE JOB CLASSIFICATION

Appraiser Analyst, Senior (0507), Range 5550 (\$3,864-\$4,717 per month).

Alignment with Board Strategic Plan:

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

A. Executive Summary and Discussion:

The Public Works Department requested the Human Resources Department establish a new classification responsible for alternative transportation program duties. As a result of conducting a job analysis and meeting with Public Works executives and members of the Board of Supervisors, it was determined and agreed upon that the required duties and technical expertise were not encompassed in any of our current job classifications. Therefore, the proposed Alternative Transportation Manager classification is being established to develop, secure funding for, promote, and implement alternative transportation projects in the County of Santa Barbara, as well as serve as the County's primary contact and advocate for alternative transportation issues.

The salary recommendation for this class is based upon external job market survey data and internal comparisons. The Human Resources Department does not foresee any compensation or classification ripple effects from these recommendations.

The Public Works Department provides the following information as requested by the Board Chair for classification modifications:

- 1) The Board of Supervisors directed the addition of an Alternative Transportation Manager position within the Public Works Department.
- 2) The position will provide better County coordination as it relates to pedestrian, bikeway, transit, and other alternative transportation projects.
- 3) Delivery of alternative transportation projects will be improved. An initial task of the new Alternative Transportation Manager will be to develop measures for this program.
- 4) Traffic congestion continues to be an issue within our County. This proposed change will attempt to address this continuing problem.
- 5) This change will provide a new career ladder for related classes.
- 6) The County Administrator's Office has reviewed and approved the organizational change and the resulting impacts.
- 7) There is an impact of \$18,600 with the recommended change. This increase will be offset with salary savings within the Transportation Division.

Mandates and Service Levels:

No change

Fiscal and Facilities Impacts:

The fiscal impact is an \$18,600 increase in costs over the Civil Engineering Associate III position that will be deleted.

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.

Special Instructions:

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

CC: County Administrator
Joe Holland, Clerk-Recorder-Assessor
Phil Demery, Public Works
Tom Sneddon, Jr, District Attorney
Valentin Alexeeff, Planning & Development
SEIU, Local 620
SEIU, Local 535
ETA

**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) 2 & 4 to read as follows effective July 21, 2003:

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>Add:</u> 000460	ALTERNATIVE TRANSPORT MGR	6330	A-E	\$32.782-\$40.020	NO
<u>Delete:</u> 0507	APPRAISER ANALYST, SENIOR	5550	A-E	\$22.217-\$27.122	NO

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>
<u>PUBLIC WORKS-ROADS (#4510)</u>				
Delete 5079	001547 001549		007	CIV ENGINEER ASSOC III OR CIVIL ENGINEER
Add 1 new	000460		001	ALTERNATIVE TRANSPORT MGR
Reclassify 1975, 6657				
From:	001545 001546		009	CIV ENGINEER ASSOC I OR CIV ENGINEER ASSOC II
To:	001547 001549		005	CIV ENGINEER ASSOC III OR CIVIL ENGINEER
<u>PUBLIC WORKS-SOLID WASTE (#8810)</u>				
Reclassify 4612				
From:	000062		000	ACCOUNTING ASST SR
To:	000157		002	ACCOUNT TECHNICIAN
<u>PUBLIC WORKS-LAGUNA SANITATION (#9141)</u>				
Reclassify 2767				
From:	002168		000	DEPARTMENTAL ASST SR
To:	002163		001	DEPT ANALYST FISCAL
<u>DISTRICT ATTORNEY (#2865)</u>				
Delete 1982	007531		001	TRUANCY PRGM SOC WKR PRAC
Add 1 new	007532		003	TRUANCY PROGRAM SUPV
<u>PLANNING & DEVELOPMENT (#4020)</u>				
Delete 1968	006022		001	PLANNER III
<u>CHANGE FROM PLANNING & DEVELOPMENT BUDGET UNIT #4020 TO #4390</u>				
Change 2145				
From:	006032 .75 006034 .75		000	PLANNING TECH I OR PLANNING TECH II
To:	006032 .75 006034 .75		002	PLANNING TECH I OR PLANNING TECH II

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>PLANNING & DEVELOPMENT (#4390)</u>				
Add 1 new	006020 006021		028	PLANNER I OR PLANNER II
Delete 537, 1099	006020 006021		026	PLANNER I OR PLANNER II
Delete 5948, 6571, 8523	006022		020	PLANNER III
Delete 6596	007321		011	SUPERVISING PLANNER
Change 1360				
From:	000016		000	ACCOUNTANT III
To:	000016	.75	001	ACCOUNTANT III
Change 4863				
From:	006022	.875	000	PLANNER III
To:	006022		021	PLANNER III
Change 1721				
From:	006030		000	PLANNING PROCESS ANALYST
To:	006030	.5	001	PLANNING PROCESS ANALYST
<u>PLANNING & DEVELOPMENT-ENERGY (#4395)</u>				
Delete 1318, 3734	006020 006021		005	PLANNER I OR PLANNER II
Delete 768	006020 006021	.875	000	PLANNER I OR PLANNER 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
7/22/03

By: _____ (SEAL)
Deputy Clerk