



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Human Resources
Department No.: 064
For Agenda Of: 12/9/08
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Susan Paul, Assistant CEO/HR Director, 568-2817
Director(s) *Susan*
Contact Info: Joseph Pisano, Employee Relations Manager, 568-2839

SUBJECT: Class Consolidation into Department Business Specialist Classification

County Counsel Concurrence

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Select_Concurrence

Other Concurrence: Select_Other

As to form: Select_Concurrence

Recommended Actions:

Adopt one resolution, effective December 1, 2008:

- a) establishing the classification of Department Business Specialist I/II, salary range (5744/6044: \$4257-\$5197/\$4944-\$6035 monthly) and of Department Business Specialist I/II – Restricted, salary range (5816/6116: \$4412-\$5387/\$5124-\$6256 monthly);
- b) deleting the classifications of Departmental Analyst – Fiscal, Departmental Analyst – Program, Departmental Analyst – Program, Restricted, Social Services Program Analyst, Social Services Information Systems Coordinator, and Social Services Information Systems Coordinator, Senior; and
- c) reallocate current positions and incumbents in the deleted classifications into the appropriate level and step in the newly established classifications as set forth in the Civil Service Rules.

Summary Text:

These current specialized classifications serve similar functions in various County Departments, and CEO/Human Resources has worked with affected departments to create two flexibly staffed, Countywide job classifications that will enable departments to meet their staffing needs and compensate employees performing similar work at the same rate of pay.

Background:

Over the years specialized job classifications, with minor differences in salary, have been created for various County departments. Although the programs and services delivered vary from department to department, incumbents in these specialized classifications serve essentially the same function in different departments: analyzing their department's program-business, information-technology, or fiscal needs and working to improve service delivery.

The recommended action consolidates these classifications into the flexibly staffed classification of Department Business Specialist I/II or Department Business Specialist I/II, Restricted. The "Restricted" designation places incumbents into the Confidential Unit (Unit 32) comprised of non-management employees whose duties include work supporting employee relations at the departmental level that precludes their being represented by an employee organization. One employee currently designated "Restricted" will be allocated in the new Department Business Specialist I/II, Restricted classification.

For those employees covered by collective bargaining agreements, staff has met with representatives of SEIU Local 620 and SEIU Local 721 pursuant to the County's obligation to meet and confer on the terms and conditions of employment. In addition, staff has consulted departments affected regarding the creation of the new classifications and the consolidation of the existing classifications.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

The recommended action affects 45 employees in the following departments: Alcohol, Drug, and Mental Health Services, First Five, General County Programs, Parks, Public Defender, Public Health, Public Works, and Social Services. Salary impacts vary by incumbent. The majority of affected employees will receive an annual increase of approximately 2.5% upon allocation. Including roll-ups, the estimated cost of the recommended action for the remainder of Fiscal Year 2008-2009 is approximately \$83,700 and approximately \$136,000 annually thereafter. Of the estimated annualized cost, approximately \$18,300 is in the form of an increase in County contribution to the Retirement System.

The biannual actuarial study of the Santa Barbara County Retirement System as adopted by the Board of Retirement includes certain economic and non-economic assumptions in setting the employer's contribution rate, which is used to estimate the impact of the recommended actions on the County's contribution to the retirement system.

Departments will manage the cost of any salary increases within their adopted budgets for Fiscal Year 2008-2009.

Staffing Impacts:

Legal Positions:

FTEs:

Special Instructions:

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

Attachments:

Resolution

Authored by: Joseph Pisano

cc: County Executive Officer
Auditor-Controller
County Counsel
Affected Department Heads

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

IN THE MATTER OF AMENDING)
RESOLUTION NO. 07-207, AS AMENDED) RESOLUTION NO. _____
BEING THE SALARY RESOLUTION OF)
COUNTY OF SANTA BARBARA)

WHEREAS, Salary Resolution No. 08-295 established a Classification and Compensation Plan, and authorized Departmental Position Allocations effective August 25, 2008; and

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 08-295, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, AS FOLLOWS:

1. Resolution No. 08-295, adopted by the Board on August 25, 2008, is hereby amended by amending those portions identified below to read as follows, effective December 1, 2008:

SECTION 2. Job Classification Table

<u>JOB CLASS</u>	<u>TITLE</u>	<u>RATE MIN/MAX</u>	<u>OT ELIGIBLE</u>
<u>Add:</u>			
2177	DEPT BUS SPEC I	\$24.474-\$29.878	YES
2178	DEPT BUS SPEC II	\$28.424-\$34.700	YES
2179	DEPT BUS SPEC I-RES	\$25.369-\$30.970	YES
2181	DEPT BUS SPEC II-RES	\$29.463-\$35.969	YES
<u>Delete:</u>			
2160	DEPT ANALYST PROGRAM	\$23.894-\$29.171	YES
2163	DEPT ANALYST FISCAL	\$23.894-\$29.171	YES
7054	SOCIAL SVCS PROG ANALYST	\$23.871-\$29.142	NO
1395	SOC SVCS INFO SYS COOR	\$24.474-\$29.878	NO
7051	SOC SVCS INFO SYS COOR SR	\$28.424-\$34.700	NO
2159	DEPT ANALYST PROGRAM R	\$24.744-\$30.207	YES

SECTION 4. Departmental Position Allocation

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>TOTAL NO. OF POSITIONS</u>	<u>TITLE</u>	<u>UNIT</u>
<u>Non Departmental/Prop 10 (#0110)</u>					
Reallocate #6043					
	From:	2160	000	DEPT ANALYST PROGRAM	24
	To:	2177	001	DEPT BUS SPEC I	24 or
		2178		DEPT BUS SPEC II	24
<u>Public Works-Administration (#1610)</u>					
Reallocate #4203					
	From:	2159	000	DEPT ANALYST PROGRAM R	32
	To:	2179	001	DEPT BUS SPEC I-RES	32 or
		2181		DEPT BUS SPEC II-RES	32
<u>Public Defender (#2875)</u>					
Reallocate #9576					
	From:	2159	000	DEPT ANALYST PROGRAM R	32
	To:	2179	001	DEPT BUS SPEC I-RES	32 or
		2181		DEPT BUS SPEC II-RES	32
<u>Public Health-Animal Health (#4360)</u>					
Reallocate #5808					
	From:	2160	000	DEPT ANALYST PROGRAM	24
	To:	2177	001	DEPT BUS SPEC I	24 or
		2178		DEPT BUS SPEC II	24
<u>Public Health (#5210)</u>					
Reallocate #2240					
	From:	2163	000	DEPT ANALYST FISCAL	24
	To:	2177	001	DEPT BUS SPEC I	24 or
		2178		DEPT BUS SPEC II	24
Reallocate #2477, 4829, 8336					
	From:	2160	000	DEPT ANALYST PROGRAM	24
	To:	2177	004	DEPT BUS SPEC I	24 or
		2178		DEPT BUS SPEC II	24
<u>Mental Health Services (#5250)</u>					
Reallocate #730, 9195					
	From:	2160	000	DEPT ANALYST PROGRAM	24
	To:	2177	002	DEPT BUS SPEC I	24 or
		2178		DEPT BUS SPEC II	24

Alcohol and Drug Programs (#5260)

Reallocate #8608
From: 2160 000 DEPT ANALYST PROGRAM 24
To: 2177 001 DEPT BUS SPEC I 24 or
2178 DEPT BUS SPEC II 24

Mental Health Services Act (#5270)

Reallocate #8926, 10871
From: 2160 000 DEPT ANALYST PROGRAM 24
To: 2177 002 DEPT BUS SPEC I 24 or
2178 DEPT BUS SPEC II 24

Public Health-Environmental (#5280)

Reallocate #4040
From: 2160 000 DEPT ANALYST PROGRAM 24
To: 2177 001 DEPT BUS SPEC I 24 or
2178 DEPT BUS SPEC II 24

Social Services-Administration (#5810)

Reallocate #3169, 3273, 4220, 9329, 9379,
9852, 10174, 10420, 10703
From: 2160 000 DEPT ANALYST PROGRAM 24
To: 2177 010 DEPT BUS SPEC I 24 or
2178 DEPT BUS SPEC II 24

Reallocate #287, 713, 2987, 6510
From: 1395 000 SOC SVCS INFO SYS COOR 21
To: 2177 014 DEPT BUS SPEC I 24 or
2178 DEPT BUS SPEC II 24

Reallocate #1600, 5981, 10036, 10630
From: 7051 000 SOC SVCS INFO SYS COOR SR 22
To: 2177 018 DEPT BUS SPEC I 24 or
2178 DEPT BUS SPEC II 24

Reallocate #511, 893, 1970, 2936, 3166,
3665, 4225, 5683, 10627, 10628, 10629,
10701, 10702
From: 7054 000 SOCIAL SVCS PROG ANALYST 21
To: 2177 031 DEPT BUS SPEC I 24 or
2178 DEPT BUS SPEC II 24

SB IHSS Public Authority (#5850)

Reallocate #8351
From: 2163 000 DEPT ANALYST FISCAL 24
To: 2177 001 DEPT BUS SPEC I 24 or
2178 DEPT BUS SPEC II 24

Public Health-Human Services (#7110)

Reallocate #46
From: 2160 000 DEPT ANALYST PROGRAM 24
To: 2177 001 DEPT BUS SPEC I 24 or
2178 DEPT BUS SPEC II 24

Parks-Arts Commission (#7915)

Reallocate #4155
From: 2163 80% 000 DEPT ANALYST FISCAL 24
To: 2177 001 DEPT BUS SPEC I 24 or
2178 DEPT BUS SPEC II 24

2. Except as amended by this Resolution, Resolution No. 08-295, as amended, shall continue unchanged and 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 _____, 2008 by the following vote:

AYES:

NOES:

ABSENT:

SALUD CARBAJAL, CHAIR,
BOARD OF SUPERVISORS
COUNTY OF SANTA BARBARA

MICHAEL F. BROWN
CLERK OF THE BOARD

By: _____ (SEAL)
Deputy

APPROVED AS TO FORM:

DENNIS A. MARSHALL
COUNTY COUNSEL

By: Victoria Parks Tuttle
Deputy County Counsel