

**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: 12/26/01
Department Name: Human Resources
Department No.: 064
Agenda Date: 01/15/02
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

Recommendation(s):

That the Board of Supervisors:
Adopt one (1) resolution effective January 7, 2002, as follows:

- A. ESTABLISH JOB CLASSIFICATION
Early Care & Education Program Quality Improvement Coordinator, (Class #002411), Range 602 (\$4,885-\$5,963 per month).
- B. REALLOCATE POSITIONS
Reallocate all Departmental Data Processing (restricted and non-restricted) positions (Class #2171 & 2173) and all Departmental Data Processing Senior (restricted and non-restricted) positions (Class #2174 & 2176) as flexibly staffed positions.

RETITLE JOB CLASSIFICATIONS

- Retitle the job classification of Departmental Data Processing Specialist to COMPUTER SYSTEMS SPECIALIST I (Class #2171).
- Retitle the job classification of Departmental Data Processing Specialist Senior to COMPUTER SYSTEMS SPECIALIST II (Class #2174).
- Retitle the job classification of Departmental Data Processing Specialist-Restricted to COMPUTER SYSTEMS SPECIALIST I-RESTRICTED (Class #2173).
- Retitle the job classification of Departmental Data Processing Specialist Senior-Restricted to COMPUTER SYSTEMS SPECIALIST II-RESTRICTED (Class #2176).

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:

- A. This recommendation establishes a class for planning and executing a county-wide collaborative early care and education program quality improvement project in the Office of Early Care and Education. The job function has been the responsibility of the County Office of Education. Creation of the class

will allow the County of Santa Barbara to assume the responsibility. By separate letter, the County Administrator's Office will request that a position be added.

- B.** The role of computer systems and those who support them in County departments has changed considerably since the Departmental Data Processing Specialist job series was last revised in 1994. It has been clear for some time that the words "Data Processing" in the existing title did not reflect the nature of the position to current applicants and that departments have had difficulty finding the caliber of applicants they wanted from lists using the existing employment standards.

The Human Resources Department met with Departmental Data Processing Managers and conducted a job analysis of the use of the Departmental Data Processing Specialist series countywide. This led to a complete revision of the job classification, including the employment standards and the creation of specialties within the class for general computer systems support specialists, data base specialists, and web development specialists. The revised job description and flex classification will best serve the needs of departments for computer support professionals.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

- A. There is no fiscal impact associated with establishing a class.
- B. Changing the job class title has no fiscal impact, and there is no salary change at either level. Departments that have positions allocated at the current Departmental Data Processing Specialist (entry) level now have the opportunity to flex incumbents to the Computer Systems Specialist II (advanced journey) level. Fiscal impacts will vary for each department that chooses to do this, depending on the number of positions flexed and incumbents' step in their current classification. There are no facilities impacts.

Special Instructions:

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

CC: County Administrator
Affected Departments
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. 01-208, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 01-208 established a Classification Plan, and authorized Departmental Position Allocation effective June 25, 2001; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 01-208, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 01-208, adopted by this Board on June 26, 2001, is hereby amended by amending that (those) portion(s) of Section(s) 2 & 4 to read as follows effective January 7, 2002:

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> 002411	EARLY CARE & EDUC PQI CRD	602	A-E	\$28.086-\$34.287	NO
<u>Change:</u> 002117	COMPUTER SYSTEMS SPEC I	545	A-E	\$21.136-\$25.803	YES
002174	COMPUTER SYSTEMS SPEC II	575	A-E	\$24.547-\$29.967	YES
002173	COMPUTER SYSTEMS SPEC I-R	552	A-E	\$21.887-\$26.719	YES
002176	COMPUTER SYSTEMS SPEC II-R	583	A-E	\$25.546-\$31.187	YES

SECTION 4. Departmental Position Allocation

<u>DEPARTMENT/BUDGET UNIT</u>	<u>ACTION/AFFECTED POSITION #</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
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TREASURER-TAX COLLECTOR (#0430)

Reallocate 5816

From:	002174	000	COMPUTER SYSTEMS SPEC II
To:	002171	001	COMPUTER SYSTEMS SPEC I or
	002174		COMPUTER SYSTEMS SPEC II

CLERK-RECORDER-ASSESSOR (#0440)

Reallocate 5815, 2764

From:	002171	000	COMPUTER SYSTEMS SPEC I
To:	002171	002	COMPUTER SYSTEMS SPEC I or
	002174		COMPUTER SYSTEMS SPEC II

Reallocate 308

From:	002174	000	COMPUTER SYSTEMS SPEC I
To:	002171	003	COMPUTER SYSTEMS SPEC I or
	002174		COMPUTER SYSTEMS SPEC II

COUNTY COUNSEL (#0710)

Reallocate 1531

From:	002173	.75	000	COMPUTER SYSTEMS SPEC I-R
To:	002173	.75	001	COMPUTER SYSTEMS SPEC I-R or
	002176	.75		COMPUTER SYSTEMS SPEC II-R

HUMAN RESOURCES (#1010)

Reallocate 7401

From:	002176	000	COMPUTER SYSTEMS SPEC II-R
To:	002173	001	COMPUTER SYSTEMS SPEC I-R or
	002176		COMPUTER SYSTEMS SPEC II-R

PUBLIC WORKS (#1610)

Reallocate 897, 2296
From: 002171 000 COMPUTER SYSTEMS SPEC I
To: 002171 002 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

Reallocate 5450
From: 002174 000 COMPUTER SYSTEMS SPEC II
To: 002171 003 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

GENERAL SERVICES (#2500)

Reallocate 5203
From: 002174 000 COMPUTER SYSTEMS SPEC II
To: 002171 001 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

DISTRICT ATTORNEY (#2865)

Reallocate 5183
From: 002171 000 COMPUTER SYSTEMS SPEC I
To: 002171 001 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

Reallocate 4406, 6428
From: 002174 000 COMPUTER SYSTEMS SPEC II
To: 002171 003 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

CHILD SUPPORT SERVICES (#2867)

Reallocate 2551, 4470
From: 002174 000 COMPUTER SYSTEMS SPEC II
To: 002171 002 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

PUBLIC DEFENDER (#2875)

Reallocate 6434
From: 002174 000 COMPUTER SYSTEMS SPEC II
To: 002171 001 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

SHERIFF (#3110)

Reallocate 2501, 3322, 3675, 5374, 7392
From: 002171 000 COMPUTER SYSTEMS SPEC I
To: 002171 005 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

PROBATION (#3440)

Reallocate 6453, 6464
From: 002174 000 COMPUTER SYSTEMS SPEC II
To: 002171 002 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

FIRE (#3710)

Reallocate 1003
From: 002171 000 COMPUTER SYSTEMS SPEC I
To: 002171 001 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

AGRICULTURE & COOPERATIVE EXTENSION (#4010)

Reallocate 6531
From: 002174 000 COMPUTER SYSTEMS SPEC II
To: 002171 001 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

PLANNING & DEVELOPMENT (#4390)

Reallocate 4885
From: 002171 000 COMPUTER SYSTEMS SPEC I
To: 002171 001 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

Reallocate 2414, 7629
From: 002174 000 COMPUTER SYSTEMS SPEC II
To: 002171 003 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

PUBLIC HEALTH (#5210)

Reallocate 3512, 3644, 3676, 7647
From: 002171 000 COMPUTER SYSTEMS SPEC I
To: 002171 004 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

Reallocate 7587, 339
From: 002174 000 COMPUTER SYSTEMS SPEC II
To: 002171 006 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

ALCOHOL, DRUG & MENTAL HEALTH SERVICES (#5250)

Reallocate 2154, 143, 7861
From: 002171 000 COMPUTER SYSTEMS SPEC I
To: 002171 003 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

Reallocate 2003, 2969
From: 002174 000 COMPUTER SYSTEMS SPEC II
To: 002171 005 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

SOCIAL SERVICES (#5810)

Reallocate 2161, 594, 3717, 4389, 4417, 2013, 4607, 7789, 7790
From: 002174 000 COMPUTER SYSTEMS SPEC II
To: 002171 009 COMPUTER SYSTEMS SPEC I or
002174 COMPUTER SYSTEMS SPEC II

2. Except as amended by this Resolution, Resolution No. 01-208 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 _____, 2002, 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
1/15/02

By: _____ (SEAL)
Deputy Clerk