



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: Board of Supervisors
Department No.: 011
For Agenda Of: January 24, 2017
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Supervisor Hartmann; 3rd District - (805) 568-2192
Director(s)
Contact Info: Andreas Pyper, Asst. Director: Human Resources, (805) 568-2812
SUBJECT: Adopt the Amended Salary Resolution updating changes to Department Position Allocation for the 3rd Supervisorial District

County Counsel Concurrence

As to form: Yes

Other Concurrence: Select_Other

As to form: No

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Adopt the amended salary resolution in Attachment A updating changes to the position allocation of a BOS Admin Assistant I/II position in the 3rd District from a 0.5 FTE to a 0.75 FTE; and
- b) Determine pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(5) that the above action is not a project subject to CEQA review, because the action consists of organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda for the Board of Supervisors to adopt the amended salary resolution updating changes to the department position allocation for the 3rd Supervisorial District.

Background:

The increase of 0.25 FTE for a BOS Admin Assistant I/II will allow a Third District support staff position to increase from 0.5 FTE to 0.75 FTE. The 0.75 FTE position is for a carryover staffer from the previous Third District office. This staff position will be called upon for increased roles and responsibilities.

Performance Measure:

N/A

Fiscal and Facilities Impacts:

The net fiscal impact of the 0.25 FTE increase for the BOS Admin Assistant I/II will be \$0 due to salary savings. The FTE count for the Third District will increase from 4.5 FTE to 4.75 FTE

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 62,614.00	\$ 62,614.00	
State			
Federal			
Fees			
General Fund: Transition Salary Savings	\$ 31,297.00	\$ 31,297.00	
Total	\$ 93,911.00	\$ 93,911.00	\$ -

On January 3rd, 2017, Supervisor Joan Hartmann assumed office with a new Enterprise Business Leader and BOS Admin Assistant I/II. Due to the staffing transition there was an overall reduction of salary and benefit costs for the Third District support staff; these salary and benefit savings will offset the additional \$31,297 associated with the 0.25 FTE increase for the BOS Admin Assistant I/II.

Key Contract Risks:

N/A

Staffing Impacts:

Legal Positions:
No change

FTEs:
0.75

One-quarter (0.25) FTE will be added to the position indicated in the salary resolution. No new positions will be added.

Special Instructions:

Please return one copy of the approved and signed salary resolution and the minute order to Stefan Brewer in Human Resources.

Attachments:

Attachment A – Salary Resolution

Authored by: Andreas Pyper

cc: