



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: CEO/Human Resources
Department No.: 064
For Agenda Of: 12/4/2007
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s) Susan Paul Assistant CEO/HR Director, 568-2817
Contact Info: Joseph Pisano, Senior HR Analyst, 568-2839
SUBJECT: Position Changes in Two Departments

County Counsel Concurrence:

As to form: Yes No N/A

Auditor-Controller Concurrence:

As to form: Yes No N/A

Other Concurrence: N/A

As to form: Yes No N/A

Recommended Action(s):

That the Board adopt:

- a) A resolution, effective 12/03/07, establishing the classification of Retirement Staff Counsel Senior and allocating one position in this classification in the Santa Barbara County Employees' Retirement System as per attachment "A"
- b) A resolution, effective 12/03/07, designating an Executive Secretary position in the Parks Department as exempt from the Civil Service System in accordance with Section 27-25(A), subsection 11, of the Santa Barbara County Code as per attachment "B"

Summary Text:

This recommendation brings forth classification changes requested by the Employees' Retirement System and the Parks Department to meet operational needs.

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Background:

Retirement Staff Counsel Senior

The Board of Retirement requested the establishment of a staff counsel classification to provide day-to-day support to the Santa Barbara County Employees' Retirement System. CEO/Human Resources recommends establishing the classification of Retirement Staff Counsel Senior and allocating 1.0 FTE position to the Employees' Retirement System. Compensation and benefits would be identical to the Senior Attorneys in other County Departments. The proposed position will act as counsel to the Retirement System and its staff, and is modeled after similar counsel positions in other California retirement systems.

Executive Secretary in the Parks Department

Santa Barbara County Code 27-25 (A) (11) provides for the exemption from the County's Civil Service System of positions which the Board of Supervisors determines should be exempt in accordance with the intent and purpose of Article 2 of Section 27-25. The Parks Director has requested and CEO/Human Resources recommends that the executive secretary position allocated to work for the Parks Director be exempted from the Civil Service System in order to provide maximum flexibility in the hiring and retaining of an employee who will demonstrate confidentiality and individual commitment to the policies of the Parks Director. This request is consistent with other executive secretary positions in various County Departments.

Fiscal and Facilities Impacts:

Budgeted: Yes No

Fiscal Analysis:

Retirement Staff Counsel Senior

The increased costs from the addition of 1.0 FTE Retirement Staff Counsel will be paid from the SBCERS budget per Government Code Section 31580.2. There will be no direct impact to the general fund as a result of this action.

Executive Secretary in the Parks Department

There is no fiscal impact associated with designating a position exempt from the Civil Service System.

Staffing Impact(s):

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Legal Positions:

FTEs:

Special Instructions:

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

Attachments:

Authored by: Joseph Pisano

cc:

County Executive Officer
Auditor-Controller
County Counsel