

**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: 12/10/03
Department Name: Human Resources
Department No.: 064
Agenda Date: 1/6/04
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Scott J. Ullery
Deputy County Administrator

STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822

SUBJECT: Personnel Actions in the Agricultural Commissioner's Office

Recommendation(s):

That the Board of Supervisors: adopt one (1) resolution, effective January 5, 2004, as follows:

ESTABLISH JOB CLASSIFICATION

Agricultural Program Specialist, (Class 000348), Range 5846 (\$4,479-\$5,468 per month).

AGRICULTURAL COMMISSIONER (#4010)

Add: 1 (1.0 FTE) Agricultural Program Specialist;

Reclassify: 1 (1.0 FTE) Agricultural Biologist, Supervising (Class 000328), Range 5846 (\$4,479-\$5,466 per month) to Agricultural Program Specialist.

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:

The Agricultural Commissioner's Office requested a classification study of duties that would be required for the department to implement the Oak Tree Protection Program, and of duties currently being performed by a Supervising Agricultural Biologist in connection with a Weed Management Area program. As a result of the study, Human Resources is recommending the creation of the Agricultural Program Specialist. Incumbents in the new classification will educate landowners and other interested parties about the County's oak tree protection program and noxious weed management program; generate support among/coordinate the efforts of public, private, and legislative partners to successfully administer these programs; and ensure compliance

with the Oak Tree Ordinance and other applicable legal requirements. The functions of the new job class are inconsistent with those of existing classes because of the Agricultural Program Specialist's emphasis on public education, promoting compliance with self-regulatory or voluntary measures, and coordinating the efforts of various stakeholders and resource managers to preserve the ecological integrity of land in Santa Barbara County. We did not find comparable classes externally, so compensation was set based on discussions with the Agricultural Commissioner and on consideration of internal relationships with other County job classes. Because this specialized class will exist only in the Agricultural Commissioner's Office, we do not anticipate any ripple effects as a result of this new class.

Below we have included the response of the Agricultural Commissioner's Office to the seven questions requested by the Board Chair for classification modifications.

1. The Agricultural Commissioner's Office has been given the responsibility of implementing the Oak Tree Protection Program. The department has also become involved in a Weed Management Area program, which is currently being staffed by a Supervising Agricultural Biologist. The new position, Agricultural Program Specialist, includes the duties and minimum qualifications that are required for both the Oak Tree Specialty and the Weed Management Specialty. There are no other job classifications that match the needs of the department.
2. The addition of these positions will enable the department to implement the Oak Tree Protection Program and further the efforts of the Weed Management Area. Both programs include an educational component, public outreach, coordination with landowners, and interaction with Planning & Development and outside organizations such as an Oak Tree Advisory Committee and the Weed Management Area, both of which provide program oversight and direction to the department.
3. This new position will enable the department to begin implementing the Oak Tree program. The productivity and efficiency will be measured through monitoring program goals and outcomes and the development and subsequent tracking of specific performance measures. The Weed Management Specialist will be able to focus 100% on the Weed Management Program rather than splitting time between WMA and other programs. The productivity and efficiency will be measured by reviewing and monitoring the work completed for each specific grant according to the grant requirements, including the goals and outcomes for each project.
4. The Agricultural Program Specialist will be closely involved with each specific program so that changes in the workload or direction of the programs will be identified in a timely manner, enabling the program specialists to quickly identify additional resources required and adapt to the needs of the programs.
5. The Agricultural Biologist classes in the department will not be affected as far as involvement in the Oak Tree Program or the Weed Management Program. Biologists who previously reported to the Supervising Agricultural Biologist will report directly to the Deputy Agricultural Biologist for Pesticide Use Enforcement when the position is changed to an Agricultural Program Specialist. A Deputy Agricultural Commissioner will become involved in each of the programs in a supervisory capacity.
6. The Agricultural Program Specialist was created at the direction of the Board of Supervisors to implement the Oak Tree Protection Program. The County Administrator has been involved in this process. The Agricultural Commissioner's Office identified the need to reclassify the Supervising

Agricultural Biologist to an Agricultural Program Specialist based on recent changes in duties in overseeing the Weed Management Program. Human Resources agreed that this change was necessary to ensure that the job classification matched the actual work being performed by this position. One class was created for both programs based on the qualifications and duties being so similar.

7. The Agricultural Program Specialist positions are funded for the current fiscal year. The Oak Tree Specialist is a new position and the Weed Management position will be reclassified from a Supervising Agricultural Biologist resulting in a net increase of one position at no net cost to the county.

Mandates and Service Levels:

No Change

Fiscal and Facilities Impacts:

Fiscal impacts are discussed in item 7 of the Executive Summary. There are no facilities impacts.

Special Instructions:

Please send one copy of the approved resolution for this action to Sandra Viola in the Human Resources Department.

CC: County Administrator's Office
Agricultural Commissioner

**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 July 7, 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 July 8, 2003, is hereby amended by amending that (those) portion(s) of Section(s) 2, and 4 to read as follows effective January 5, 2004:

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>Establish:</u> 000348	AGRI PROGRAM SPECIALIST	5846	A-E	\$25.751-\$31.437	NO

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>
<u>AGRICULTURAL COMMISSIONER (#4010)</u>					
Change 2799	From:	000328		001	AGRI BIOLOGIST SUPV
	To:	000348		001	AGRI PROGRAM SPECIALIST
Add 1 new		000348		002	AGRI PROGRAM SPECIALIST

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 _____, 2004, 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
1/6/04

By: _____ (SEAL)
Deputy Clerk