



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/HR  
**Department No.:** 064  
**For Agenda Of:** November 4, 2014  
**Placement:** Administrative  
**Estimated Tme:** NA  
**Continued Item:** Select\_Continued  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Jeri Muth, Human Resources Director, 568-2816  
Director(s)  
Contact Info: Theresa Duer, Assistant HR Director, 568-2822

**SUBJECT: ESTABLISH NEW JOB CLASSIFICATION**

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**County Counsel Concurrence**

As to form: N/A

Other Concurrence: N/A

As to form: Select\_Concurrence

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

Establish the classification of Deputy County Executive Officer (8035, \$44.733 - \$73.861/hour) effective October 27, 2014.

**Summary Text:**

This recommendation establishes an at-will classification, limited to the County Executive Office, to provide advice and counsel to the County Executive Officer on a variety of policy and procedural matters related to the effective administration of County government and its operating departments.

**Background:**

With the resignation of an Enterprise Leader in the County Executive Office, the County Executive Officer determined that a different classification would be more appropriate given the scope and complexity of assignments expected to be assigned to whomever fills the vacant position. Human Resources has reviewed the proposed responsibilities and concluded that a new classification of Deputy County Executive Officer is appropriate. Positions allocated to this classification would be at-will and serve at the pleasure of the County Executive Officer.

Assignments would include facilitating and coordinating multi-departmental and community issues and projects to ensure a comprehensive approach in managing the County effectively and efficiently; consulting with and advising County staff and the public regarding pertinent Countywide policy issues and participating in the development and evaluation of necessary legislation; facilitating and leading

interdepartmental projects and mediating any interdepartmental disputes. The work requires a high level of initiative, discretion and independent judgment in planning, implementing, overseeing and reviewing projects as well as interpreting and carrying out policy.

To establish the position, one vacant Enterprise Leader will be deleted and one Deputy County Executive Officer position will be added.

**Fiscal and Facilities Impacts:**

Budgeted: Yes The Enterprise Leader position is budgeted at \$173,488 and the annual cost of the Deputy County Executive Officer is approximately \$198,812. The cost of the new position for the remainder of Fiscal Year 2014-2015 is approximately \$113,983 and will be paid for using salary savings from the vacancy. The Department will absorb ongoing, additional costs within its budget.

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund	\$ 113,983.00	\$ 198,812.00	
State			
Federal			
Fees			
Other:			
<b>Total</b>	<b>\$ 113,983.00</b>	<b>\$ 198,812.00</b>	<b>\$ -</b>

**Staffing Impacts:**

**Special Instructions:** Please return a signed copy of the resolution to Maya Barraza in Human Resources.

**Attachments:**

**Authored by:** Theresa Duer