



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: Human Resources
Department No.: 064
For Agenda Of: August 30, 2016
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Lori Gentles, Human Resources Director, 568-2816
Director(s)
Contact Info: Andreas Pyper, Assistant Director: HR, 568-2812
SUBJECT: Amending the Salary Resolution to update the Master Classification and Salary Plan (Job Classification Table) by Re-Establishing An Obsolete Job Class

County Counsel Concurrence

As to form: YES

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions: That the Board of Supervisors:

- a) Adopt the Resolution in Attachment A effective August 29, 2016 which updates the Job Classification Table in the Salary Resolution to re-establish the obsolete job classification, eliminated in 2011, of Legal Office Professional Expert – Restricted (Job Class 7019); and
- b) Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in potentially physical impacts on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA guidelines

Summary Text:

1. In accordance with Section 27-17 of the County Code, Human Resources periodically recommends amendments to the Master Classification and Salary Plan which become necessary to update the Job Classification Table in the Salary Resolution.
2. In 2011 (Board Resolution #11-00679), the position of Legal Office Professional Expert – Restricted was deleted from the Office of County Counsel. As this position only existed in that department at that time, deletion of the position made it obsolete. In order to re-establish the position, the Board must amend the Job Classification Table of the Salary Resolution. The job classification will be reassigned to bargaining unit 32 and will fall under the Management Resolution. Because the job classification has been obsolete for many years, the salary range will be updated to match the salary range of the Administrative Office Professional Expert –

Restricted and Financial Office Professional Expert – Restricted job classifications. There is no net change in the number of positions allocated to County Counsel; an existing position will be converted into the Legal Office Professional Expert – Restricted once that job classification is re-established.

Fiscal and Facilities Impacts:

There is no fiscal impact for this update to the Job Classification Table of the Salary Resolution. Though the Department will incur additional salary expenses when filling a position in the re-established class, these expenses were previously reviewed and approved by the CEO pursuant to Board Resolution 99-486.

Staffing Impacts:

Legal Positions:

Net change of 0

FTEs:

Net change of 0

Special Instructions:

Please return one copy of each of the approved and signed Resolution to Stefan Brewer in Human Resources.

Attachments:

Attachment A – Salary Resolution

Authored by: Andreas Pyper

cc: