



**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:** 6/01/2010  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Susan Paul, Assistant CEO/HR Director, 568-2817  
Director  
Contact Info: Theresa Duer, Assistant HR Director, 568-2822  
**SUBJECT:** Special Duty Allowance for EDP Computer Operator III

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** N/A

**Recommended Actions:**

1. Approve and authorize the Chair to execute a resolution, effective May 17, 2010, continuing a ten percent (10%) special duty allowance for one EDP Computer Operator III (Class 002432) in the Auditor-Controller's Office.
2. Approve and authorize the Chair to execute a resolution, effective May 14, 2012, deleting a ten percent (10%) special duty allowance for one EDP Computer Operator III (Class 002432) in the Auditor-Controller's Office.

**Summary Text:**

**Background:**

In May 2006 the CEO/Human Resources Department recommended the adoption of a ten percent (10%) special duty allowance for one EDP Computer Operator III position in the Auditor-Controller's Office. This allowance recognizes the unique support responsibilities associated with the mainframe operations for the property tax systems managed by a consortium of departments including the Auditor-Controller, County Clerk Recorder-Assessor, and Treasurer-Tax Collector.

The reason for the continuation of this special duty allowance is due to the additional time expected to continue running the mainframe. The allowance was originally approved based on a projection of all departments exiting the mainframe within a two year period. Due to resource

and other constraints, this goal has not yet been fully accomplished. The Sheriff and Probation departments have transitioned off of the mainframe, but the property tax system remains. The three departments associated with the property tax system are in the process of acquiring new systems that will allow full transition from the mainframe.

**Performance Measure:**

The recommendation is primarily aligned with having a strong, professionally managed County Organization.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Narrative: The estimated cost for Fiscal Year 10-11 is approximately \$5,830 and has been budgeted in the Auditor's Budget.

**Staffing Impacts:**

**Legal Positions:**  
N/A

**FTEs:**  
N/A

**Special Instructions:**

Please send a copy of approved and signed resolutions to Andrea Johnson in CEO/HR.

**Attachments:**

Human Resources Resolution

**Authored by:**

Theresa Duer

**cc:**

RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA

IN THE MATTER OF AMENDING )  
RESOLUTION NO. 09-223, AS AMENDED ) RESOLUTION NO. 10-  
BEING THE SALARY RESOLUTION OF )  
COUNTY OF SANTA BARBARA )

WHEREAS, Salary Resolution No. 09-223 established a Classification and Compensation Plan, and authorized Departmental Position Allocations effective July 13, 2009; and

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 09-223, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, AS FOLLOWS:

1. Resolution No. 09-223, adopted by the Board on July 13, 2009, is hereby amended by amending those portions identified below to read as follows, effective May 17, 2010:

ALLOWANCES – The following allowance shall be paid upon the written certification by the Department Head to the Assistant CEO/Human Resources Director of the names of the eligible employees.

- b. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of ten percent (10%) of the basic salary assigned to the classification. The number of employees

assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u>	<u>Classification Title</u>	<u>Maximum No. of Employees Authorized</u>
Auditor Controller	EDP Computer Operator III	1

2. Except as amended by this Resolution, Resolution No. 09-223, as amended, shall continue unchanged and in full force and affect.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this \_\_\_\_\_ day of June, 2010

by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, Board of Supervisors  
County of Santa Barbara

MICHAEL F. BROWN  
CLERK OF THE BOARD

BY: \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:

DENNIS A. MARSHALL  
COUNTY COUNSEL

BY:   
Deputy County Counsel

RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA

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WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 09-223, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, AS FOLLOWS:

1. Resolution No. 09-223, adopted by the Board on July 13, 2009, is hereby amended by amending those portions of section identified below to read as follows, effective May 14, 2012:

ALLOWANCES – The following allowance shall be terminated upon the written certification by the Department Head to the Assistant CEO/Human Resources Director of the names of the eligible employees.

- b. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of ten percent (10%) of the basic salary assigned to the classification. The number of employees

assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u>	<u>Classification Title</u>	<u>Maximum No. of Employees Authorized</u>
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Chair, Board of Supervisors  
County of Santa Barbara

MICHAEL F. BROWN  
CLERK OF THE BOARD

BY: \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:

DENNIS A. MARSHALL  
COUNTY COUNSEL

BY:   
Deputy County Counsel