

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: 6/29/06
Department Name: Human Resources
Department No.: 064
Agenda Date: 7/11/06
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Susan Paul, Assistant CEO/HR Director
Human Resources Department

STAFF CONTACT: Melissa Grisales, Assistant Human Resources Director
568-2819

SUBJECT: Classification and Salary Plan and Reconciliation of Allocated Positions

Recommendation(s):

That the Board of Supervisors:

- A. Review and confirm position allocation changes approved in 2005-06 by the County Executive Officer pursuant to Resolution 99-486, as shown in Attachment A.

Adopt one resolution, effective July 3, 2006, as follows:

- B. Update the County's Classification and Salary Plan, including various changes in department position allocations corresponding to the 2006-07 Proposed Budget.
- C. In accordance with Section 27-25(a), 11 of the Santa Barbara County Code designate certain positions as specified in Section 5 as exempt from the Civil Service system.

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:

This action will update the County's master Classification and Salary Plan to reflect amendments and actions taken by the Board of Supervisors or approved by the County Executive Officer during the past fiscal year. Pursuant to Resolution 99-486, adopted in December 1999, your Board delegated authority to the County Executive Officer to approve departmental position allocation changes within certain guidelines, to be confirmed by your Board annually during the budget process. The recommended Salary Plan also includes various position changes for the 2006-07 fiscal year as approved during the recent budget hearings and classified by the Human

Resources Department. Additional changes will be presented to your Board as classification studies are finalized.

In previous actions, the Board has created certain classifications that are exempt from the Civil Service System. These classifications primarily include CEO Project Managers and Executive Secretaries in various departments. Section 5 of this resolution is a listing of all positions that are exempt from Civil Service. These positions have been given this designation to increase organizational flexibility and accountability to meet a variety of operational needs.

The list includes those positions already exempt and one new Executive Secretary in the CEO's office and a total of four Project Managers, three in Comprehensive Planning and one in Planning and Development. There are no new costs associated with these positions

Fiscal and Facilities Impacts:

The fiscal impact of modifications to the departmental position allocation was considered and approved by your Board during the June 2006 budget hearings.

Special Instructions:

Please send one copy of the approved resolution to Sandra Viola, Human Resources Department.

CC: Department Heads
CEO Analysts
HR Analysts
Departmental Budget Preparers
Departmental HR Techs
Employee Organizations

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

SALARY RESOLUTION OF THE COUNTY OF SANTA)
BARBARA ESTABLISHING A CLASSIFICATION) RESOLUTION
& SALARY PLAN, AND AUTHORIZING DEPARTMENTAL) NO. 06-_____.
POSITION ALLOCATIONS, EFFECTIVE JULY 3, 2006)

WHEREAS, the Board of Supervisors of the County of Santa Barbara finds that there is good cause for the adoption of the provisions of this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

RESCISSION: Resolution 05-196 and all other Resolutions and their amendments, except as specified below, establishing a classification and salary plan and authorizing departmental position allocations in conflict herewith are hereby rescinded.

Resolutions numbered 06-124, 06-125, 06-127, 06-151, 06-162, 06-199, 06-200, amending Resolution 05-196 and effective various dates between October 9, 2006, and March 9, 2009, shall continue in full force and effect.

The provisions of this Resolution, insofar as they are substantially the same as provisions of the aforesaid rescinded Resolutions relating to the same subject matter, shall be construed as restatements and continuations, and not as new enactments.

DEFINITIONS: Words, terms and definitions as used in this Resolution shall have the same meanings as those specifically defined and set forth in Section 27-1 of Chapter 27 of the Santa Barbara County Code as the same now exists or may hereafter be amended.

OPERATIVE DATE: This Resolution shall be effective July 3, 2006.

SECTION NUMBER AND HEADINGS:

1. CLASSIFICATION, SALARY AND POSITIONS
2. JOB CLASS TABLE
3. SALARY SCHEDULE
4. DEPARTMENTAL POSITION ALLOCATION
5. POSITIONS EXEMPT FROM THE CIVIL SERVICE SYSTEM
6. EXTRA HELP
7. SPECIALIZED DUTIES
8. PAYMENT IN CASES OF UNAUTHORIZED EMPLOYMENT
9. POSSESSORY INTEREST TAX

CLASSIFICATION AND SALARY PLAN AND DEPARTMENTAL POSITION ALLOCATIONS AS OF JULY 3, 2006.

SECTION 1. CLASSIFICATION, SALARY AND POSITIONS

- a. There are hereby established such classifications of officers and employees of the County as are hereinafter set forth in Section 2, Job Class Table, of this Resolution.
- b. Salary payable to persons occupying such positions shall be as set forth in Section 2 of this Resolution and as provided for by applicable Civil Service Rules.
- c. There are hereby authorized for the various County departments' numbers and classes of positions as hereinafter set forth in Section 4, Departmental Position Allocation, of this Resolution.
- d. The Board of Supervisors may, from time to time, suspend the filling of any and all positions which are or become vacant. Such suspensions shall remain in effect until modified or rescinded by the Board of Supervisors.

SECTION 2. JOB CLASS TABLE

- a. The Job Class Table lists by classification number and title all classifications authorized by the Board of Supervisors.
- b. The "Salary Range" number indicates the basic salary rate for each classification as set forth in Section 3, Salary Schedule, of this Resolution
- c. Under the column "Min/Max Step," the first letter indicates the minimum salary for the classification, and the second letter indicates the maximum salary for the class as set forth in Section 3, Salary Schedule.
- d. The biweekly salary for members of the Board of Supervisors is shown in the "Salary" column.
- e. The figures under the "Hourly," "Biweekly," and "Monthly" sections are the minimum and maximum basic hourly, and approximate biweekly and/or monthly salaries for each classification. The rates for Fire Shift classifications have been established as a ratio of 40 hours to the fire shift weekly schedule of 56 hours.

- f. A “Yes” in the “OT Eligible” (Overtime Eligible) column indicates that the classification is eligible for overtime compensation.
- g. The number listed under the column “Bargaining Unit” indicates the representation unit to which the classification is assigned pursuant to the County’s Employer-Employee Relations Policy.
- h. The number listed under the column “Vacation Plan” corresponds to a table maintained by the Auditor-Controller identifying vacation accrual rates and maximums based on years of service.
- i. A designation of “Safety” in the “Safety Retirement” column indicates that regular employees in the classification qualify as safety members in the County’s Retirement System.

SECTION 3. SALARY SCHEDULE

- a. The "RANGE" column lists all salary ranges applicable to the job classifications in the Job Class Table, Section 2. The figures in the "HOURLY RATES" section are the hourly rates applicable to each step in the range. Biweekly and monthly equivalents are approximate. See Section 2.e. for salary rates for Fire Shift classifications.
- b. Amounts shown are for basic salaries only and do not include allowances or other compensation authorized by resolution or agreement.

SECTION 4. DEPARTMENTAL POSITION ALLOCATION

- a. The Departmental Position Allocation lists by department the number of positions authorized in each relevant classification title.
- b. The percent of full-time appearing in the “Part-Time” column indicates that the position is allocated and can be filled on a part-time basis only, according to the following table:

<u>Percent of Full-Time</u>	<u>Time</u>	<u>Hours Per Pay Period</u>
0.150	3/20	12
0.200	1/5	16
0.250	1/4	20
0.375	3/8	30
0.400	2/5	32
0.500	1/2	40
0.600	3/5	48
0.625	5/8	50
0.750	3/4	60
0.800	4/5	64
0.875	7/8	70
0.900	9/10	72

- c. Salary range, rate, step limit, overtime, bargaining unit and safety retirement information from the Job Class Table is duplicated for convenience.
- d. Wherever multiple Job Class numbers are listed in relation to a single Base Class, this designates a position that may be filled at any level within a designated series based on incumbent qualifications and operational need (Flexible Staffing). For flexibly staffed positions, the “BASE CLASS” indicates the lowest allocated class in the flexible series.

SECTION 5. POSITIONS EXEMPT FROM THE CIVIL SERVICE SYSTEM

Santa Barbara County Code 27-25 (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.

All persons appointed to fill the positions listed below are exempt from the Civil Service System and will serve in the capacity as at-will employees subject to the pleasure of their appointing authority.

<u>Department</u>	<u>Classification Title</u>	<u>Position ID #</u>
Board of Supervisors	Admin Secretary-Res	6634, 7752, 9859
Board of Supervisors	BOS Admin Assistant I/II	1451, 1748, 5406, 6989, 7442, 10121
County Executive Office	Executive Secretary CEO	6486
*County Executive Office	Executive Secretary-Res	*10443
Housing & Community Development	Executive Secretary-Res	2848
Human Resources	Executive Secretary-Res	322
Public Defender	Executive Secretary-Res	4224
Sheriff	Executive Secretary-Res	634
Treasurer-Tax Collector	Executive Secretary-Res	3865
Board of Supervisors	Office Assistant I/II-Res	9858, 9860
*General County Programs	PM County Exec Office I/II	899, 8639, *9951, *10219, *10221
*Planning & Development	PM County Exec Office I/II	*10391
Probation	PM Grants & Funding Probation	1137
Social Services	Workforce Resource P & E Manager	6599

* Indicates positions referenced in Recommendation C. All others have been exempted through previous Board action.

SECTION 6. EXTRA HELP

- a. Department Heads may make extra help appointments for the purposes of meeting work requirements for peak loads, emergencies, or other unusual situations, as well as seasonal, recurrent and/or intermittent assignments.
- b. Funds authorized to compensate an extra help appointment shall be (1) those funds within the approved departmental extra help budget allocation, and/or (2) salary savings from regular position vacancies. The salary for extra help work shall be as set forth in Section 2 of this Resolution for each employee's job class filling. If the duties and tasks to be performed do not fit an existing job classification, salary shall correspond to the hourly rate equivalent of any step in any appropriate salary range as approved by the Assistant CEO/Human Resources Director prior to appointment. The salary for contractors is the salary approved by the Board of Supervisors in the contract.
- c. Extra help employees shall not be eligible for non-mandated benefits, allowances, premiums or differentials except: overtime, shift differential and standby pay for employees assigned such duties, or as otherwise specifically authorized in this Resolution.
- d. Extra help employees regularly assigned to work in the Psychiatric Health Facility shall be eligible to receive an additional allowance of five percent (5%) of their basic compensation.

SECTION 7. SPECIALIZED DUTIES

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

- a. Employees who are regularly assigned specialized duties, as authorized by the Department Head shall be paid an additional allowance of five percent (5%) of the basic salary assigned to their 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>
Alcohol, Drug & Mental Health Services	ADMHS Program Manager II	2
Clerk-Recorder-Assessor	CARE Specialist II	10
District Attorney	Legal Secretary I/II	1
District Attorney	Legal Process Supervisor	1
General Services	HVAC Specialist	1
Park Department	Park Ranger III	1
Public Health	Medical Records Administrator	1
Public Works/Roads	Equipment Mechanic II	2
Sheriff-Coroner	Capital Projects Coordinator	1

This list of special duty assignments is not inclusive of allowances authorized by Memoranda of Understanding between the County and recognized employee organizations.

- 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>
ADMHS	Psychiatric Nurse II	1
Auditor-Controller	EDP Computer Operator III	1
County Executive Office	Executive Secretary-CEO	1
General County Programs	EDP Systems & Program Analyst II	1
General Services	EDP Systems & Program Analyst I/II	1
Public Works	Water Agency Manager	1

- c. Law Enforcement classifications -- Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid at the salary range which is five percent (5%) above the basic salary assigned to their 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>
District Attorney	Criminal Investigator I/II	2
Sheriff-Coroner	Sheriff's Correction Officer	30
Sheriff-Coroner	Sheriff's Deputy	83

- d. Public Works/Agricultural Pest Control License -- Employees who possess an Agricultural Pest Control License issued by the State of California, and who are regularly assigned specialized duties outside their classification in relation to this licensure, shall receive an additional biweekly allowance equivalent to five percent (5%) of the Step "E" biweekly salary for the classification of Pesticide Specialist. The number of employees assigned to such specialized duties and eligible for the allowance shall not at any time exceed three (3).

- e. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of five, ten or fifteen percent (5%, 10%, or 15%) 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>
County Executive Office	Admin Analyst Principal	1

DIFFERENTIALS -- The following differentials shall be paid only upon the written certification by the Department Head to the Auditor-Controller of the names of the eligible employees along with a record of the qualifying hours.

- e. General Services/Heavy Equipment (MHE) -- Employees occupying positions in the classifications of Automotive Mechanic I/II who are assigned to maintain or repair heavy equipment shall receive a hourly salary differential of \$1.533 for all hours so assigned.
- f. Public Works/Heavy Equipment Operation (TRK) -- Employees occupying positions in the classification of Heavy Truck Driver who are assigned to operate heavy equipment shall receive an hourly salary differential of \$.588 for all hours so assigned. The number of employees assigned to such specialized duties shall not at any time exceed six (6).
- g. Public Works/Heavy Trucks (LDR) -- Employees occupying positions in the classifications of Recycle Worker I/II, Refuse Checker, and Equipment Mechanic I, who are assigned to drive heavy trucks on a periodic basis, shall receive an hourly salary differential of \$2.25 for all hours so assigned.
- h. Public Works/Refuse Leader (LDR) -- Employees occupying positions in the classifications of Heavy Equipment Operator and Heavy Truck Driver who are assigned to perform Refuse Leader duties on a periodic basis shall receive an hourly salary differential of \$2.25 for all hours so assigned.

SECTION 8. PAYMENT IN CASES OF UNAUTHORIZED EMPLOYMENT

- a. Whenever a County Department Head or Assistant or any County official empowered to employ persons in the service of the County employs any person or service to the County and such employment is not authorized by this Resolution or any other Resolution or Ordinance of the County or any other applicable law, and when such person so employed in good faith without knowledge that such employment is unauthorized does in fact render services in the course of such unauthorized employment for the County, the Board of Supervisors may adopt a Resolution making payment for such services a county charge. Such Resolution shall set forth the facts concerning such unauthorized employment and the services rendered to the County, and shall contain a finding that the payment for such unauthorized services will be in the best interest of the County.
- b. Such Resolution shall be adopted only in cases where the Board of Supervisors has the authority prior to the unauthorized employment and the rendering of the services pursuant thereto to legally authorize such employment by appropriate action. The salary payable to such person shall not exceed the amount, if any, agreed to be paid by the official who engaged the services.
- c. Upon discovery of any unauthorized payment falling under the terms and provisions of this Section, the person responsible for such unauthorized employment shall immediately notify the Board of Supervisors, the Auditor-Controller and the County Counsel in writing. No payment shall be made hereunder for any services rendered more than six months prior to the date of adoption of such Resolution.

SECTION 9. POSSESSORY INTEREST TAX

- a. In addition to the salary set forth in the Job Class Table applicable to their respective positions, all employees paid by the County and required by the County as a condition of employment to live on County-owned property shall be reimbursed for possessory interest taxes levied against and paid by such employees during the fiscal year on account of their exclusive beneficial use of such property.
- b. Reimbursement shall be made by the Auditor-Controller within a reasonable time after presentation to the Auditor-Controller proof of an employee's payment of such tax.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this 11th day of July, 2006, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

By: _____ (SEAL)
Deputy Clerk

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNSEL
NOVEMBER 1993
7/11/06