



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: 12/9/08
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Susan Paul, Assistant CEO/HR Director, 568-2817
Director(s)

Contact Info: Joseph Pisano, Employee Relations Manager, 568-2839

SUBJECT: Weekend Differential and CWEA Special Duty Pay

County Counsel Concurrence

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Select_Concurrence

Other Concurrence: Select_Other

As to form: Select_Concurrence

Recommended Actions:

That the Board:

- a) Effective December 1, 2008, amend the County's Memorandum of Understanding with SEIU Local 620 to add the classifications of ADP Service Specialist and ADMHS Rehabilitation Specialist to the list of classifications eligible for weekend differential pay; and
- b) Adopt a resolution effective December 1, 2008 providing the following special duty pay for incumbents in the Maintenance Worker classification who are regularly assigned duties required to maintain County operated waste water systems:
 - 5% special duty pay for earning Grade 1 certification from the California Water Environment Association, and
 - 5% special duty pay for earning Grade 2 certification from the California Water Environment Association

Summary Text:

The recommended actions a) make two classifications needed to staff the ACT Team (formerly known as the Older Adult Response and Recovery Services [OARRS] program) eligible for a weekend differential of \$2.00 per hour; and b) establish special duty pay recognizing the benefit to the County of certain maintenance personnel obtaining California Water Environment

Association (CWEA) certification related to the maintenance of sewer collection and wastewater systems.

Background:

Weekend Differential for the ACT Team

The Alcohol, Drug and Mental Health Services (ADMHS) Department's ACT Team is based on the nationwide model known as Assertive Community Treatment (ACT) that has been shown to be extremely effective. ACT teams are characterized by a low client to staff ratio (1:10), which allows for greater access to a broad array of services. The ACT Team coordinates available resources and serves over 100 individuals annually. The program provides assessment, therapeutic and rehabilitation services, access to a broad range of mental health and other community resources, and maintains adults with severe mental illnesses in their residences to the fullest extent possible, in an effort to reduce involuntary care and out-of-home placements.

The ACT Team is staffed 24/7/365 by a variety of mental health care providers. Included on the team are specialists in both alcohol and drug treatment (ADP Treatment Specialists) and vocational rehabilitation specialists (ADMHS Rehabilitation Specialist). Many ACT Team clients have co-occurring substance abuse problems and almost all are in need of vocational rehabilitation services. All ACT staff have occasional weekend assignments. The recommended action will enable incumbents in these job classifications to receive the same weekend differential pay that others assigned to work weekends receive.

Special Duty Allowance for CWEA Certification

The Public Works Department is requesting a special duty pay for workers in assignments in wastewater systems maintenance who earn certain State certifications. These employees respond to and correct emergency situations such as power outages and line blockages, and the certificate programs expand their knowledge through training and education, ultimately improving safe and effective practices in the field and enabling staff to provide a higher level of quality service.

There are currently four levels or grades within the certificate program. Public Works and CEO/Human Resources recommend that the Board authorize a 5% special duty pay for incumbents in the Maintenance Worker series who are regularly assigned to wastewater maintenance and who earn Grade 1 Certification, and an additional 5% for those who earn Grade 2 Certification, both of which provide specific training applicable to duties performed by staff in the Maintenance Worker series.

Staff has met with the Service Employees International Union Local 620, the labor organization which represents incumbents in all the classifications that would be affected by the proposed actions, and Local 620 supports these recommendations.

Performance Measure:

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

The recommendation to make ADP Service Specialists and ADMHS Rehabilitation Specialists eligible for the weekend differential as part of the ACT Team affects four employees each expected to work 16 hours one weekend per month. The total annual cost of providing the weekend differential to all four employees, including roll-ups, is estimated to be approximately \$1,300 for the remainder of Fiscal Year 2008-2009 and approximately \$2,250 annually thereafter. Of the total annual cost, approximately \$380 would be in the form of an increase in the County's contributions to the Retirement System.

The CWEA certification recommendation affects two employees in the Public Works Department. At the moment, neither has earned either a Grade 1 or a Grade 2 certificate, so there is no immediate cost to the County. If both employees earned both certificates, at their current rate of pay, the estimated additional cost to the County would be approximately \$6,100 annually, of which approximately \$1,030 would be in the form of an increase in the County's contributions to the Retirement System. The ADMHS and Public Works departments will absorb the costs of these increases within their budget allocations.

The biannual actuarial study of the Santa Barbara County Retirement System as adopted by the Board of Retirement includes certain economic and non-economic assumptions in setting the employer's contribution rate, which is used to estimate the impact of the recommended actions on the County's contribution to the retirement system.

Staffing Impacts:

Legal Positions:

FTEs:

Special Instructions:

Please send one copy of the approved resolution to Susan Kean in the Human Resources Department.

Authored by: Joseph Pisano

cc: County Executive Officer
Auditor Controller
County Counsel
ADMHS and Public Works Directors

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

IN THE MATTER OF AMENDING RESOLUTION)
NO. 08-295 AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 08-295 established a Classification Plan, and authorized Departmental Position Allocation effective August 25, 2008; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 08-295, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 08-295, adopted by this Board on August 25, 2008, is hereby amended by amending that (those) portion(s) of Section(s) 7 read as follows effective December 1, 2008:

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:

Classification Title
Maintenance Worker

Maximum No.
of Employees
Authorized
limited to # of allocated
positions

2. Except as amended by this Resolution, Resolution No. 08-295 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 _____, 2008, by the following vote:

AYES:

NOES:

ABSENT:

SALUD CARBAJAL, CHAIR
BOARD OF SUPERVISORS
COUNTY OF SANTA BARBARA

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

APPROVED AS TO FORM:
DENNIS A. MARSHALL
COUNTY COUNSEL

By: _____ (SEAL)
Deputy Clerk

Victoria Parks Tuttle
Deputy County Counsel