

**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: 12/3/03
Department Name: Human Resources
Department No.: 064
Agenda Date: 12/9/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Scott J. Ullery
Deputy County Administrator

STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822

SUBJECT: Creating Cross Training Opportunities through Management Specialist Program

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution, effective December 8, 2003, as follows:

ESTABLISH JOB CLASSIFICATIONS

Management Specialist U (Class 005024), Range 5336 (\$3,473-\$4,240 per month);
Management Specialist V (Class 005025), Range 5496 (\$3,762-\$4,592 per month);
Management Specialist W (Class 005026), Range 5936 (\$4,685-\$5,719 per month);
Management Specialist X (Class 005027), Range 5336 (\$3,473-\$4,240 per month);
Management Specialist Y (Class 005028), Range 5496 (\$3,762-\$4,592 per month);
Management Specialist Z (Class 005029), Range 5686 (\$4,135-\$5,048 per month).

AUDITOR CONTROLER (# 0410)

Add: 1.0 FTE Management Specialist U/V (Classes 005024/005025)

Add: 1.0 FTE Management Specialist W (Class 005026)

CLERK-RECORDER-ASSESSOR (# 0440)

Add: 1.0 FTE Management Specialist X/Y/Z (Classes 005027/005028/005029)

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 1. An Efficient Government Able to Anticipate and Respond Effectively to the Needs of the Community and a Strong Professionally Managed County Organization.

Executive Summary and Discussion:

In a collaborative effort, the Clerk-Recorder-Assessor and the Auditor-Controller have entered into a partnership for cross-training and professional development of staff personnel. They have agreed to

exchange personnel in the Auditor Classes (Accountant Auditor I/II/III and Auditor Appraiser I/II and Assessment Supervisor) in order to: (1) provide expanded training opportunities to personnel in these job classes (2) provide cross training to further facilitate process improvements between the two departments and (3) provide access to audit hours needed to gain a CPA certificate.

To facilitate the exchange of employees, it is necessary to establish Management Specialist classes and allocate positions to the two departments. The employees' regular positions will be held vacant when they are assigned to a Management Specialist position.

Mandates and Service Levels:

Expanded knowledge should enhance service levels.

Fiscal and Facilities Impacts:

None. This proposal has neither a net financial nor a net position/FTE impact. It merely provides an efficient means for the two departments to temporarily assign existing personnel to another department for training & growth opportunities.

Special Instructions:

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

CC: County Administrator
Joe Holland, Clerk-Recorder-Assessor
Bob Geis, Auditor-Controller

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

**IN THE MATTER OF AMENDING RESOLUTION)
NO. 03-210, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)**

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 03-210 established a Classification Plan, and authorized Departmental Position Allocation effective July 7, 2003; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 03-210, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 03-210, adopted by this Board on July 8, 2003, is hereby amended by amending that (those) portion(s) of Section(s) 2, and 4 to read as follows effective December 8, 2003:

SECTION 2. Job Classification Table

<u>JOB CLASS</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LIMIT</u>	<u>RATE MIN/MAX</u>	<u>OT ELIGIBLE</u>
<u>Establish:</u>					
005024	MANAGEMENT SPECIALIST U	5336	A-E	\$19.968-\$24.377	YES
005025	MANAGEMENT SPECIALIST V	5496	A-E	\$21.627-\$26.401	NO
005026	MANAGEMENT SPECIALIST W	5936	A-E	\$26.934-\$32.880	NO
005027	MANAGEMENT SPECIALIST X	5336	A-E	\$19.968-\$24.377	YES
005028	MANAGEMENT SPECIALIST Y	5496	A-E	\$21.627-\$26.401	NO
005029	MANAGEMENT SPECIALIST Z	5686	A-E	\$23.776-\$29.026	NO

SECTION 4. Departmental Position Allocation

DEPARTMENT/BUDGET UNIT

<u>ACTION/AFFECTED POSITION #</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>AUDITOR-CONTROLLER (#0410)</u>				
Add 1 New	005024 005025		001	MANAGEMENT SPECIALIST U OR MANAGEMENT SPECIALIST V
Add 1 New	005026		001	MANAGEMENT SPECIALIST W
<u>CLERK-RECORDER-ASSESSOR (#0440)</u>				
Add 1 New	005027 005028 005029		001	MANAGEMENT SPECIALIST X OR MANAGEMENT SPECIALIST Y OR MANAGEMENT SPECIALIST Z

2. Except as amended by this Resolution, Resolution No. 03-210 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 _____, 2003, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNSEL
NOVEMBER 1993
12/9/03

By: _____ (SEAL)
Deputy Clerk