

**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: 4/15/03
Department Name: Human Resources
Department No.: 064
Agenda Date: 5/6/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Ann Goodrich, Director
Human Resources Department
STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822
SUBJECT: Job Classification Study

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution effective April 28, 2003, as follows:

ESTABLISH JOB CLASSIFICATION

Project Manager Innovative Programs-Public Works (Class 006106), Range 6540 (\$6,331-\$7,729 per month).

ADD POSITON-PUBLIC WORKS (#1610)

Add: 1 (1.0 FTE) Project Manager Innovative Programs-Public Works (Class 006106)

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:

Proposed new classification – Project Manager Innovative Programs – Public Works

Class concept: The proposed Project Manager Innovative Programs – Public Works will lead and manage regional multidisciplinary teams that are responsible for completing specialized and highly technical public works projects, such as studying and introducing new conversion technology and other innovative alternatives to solid waste disposal; conducting research and performing analyses to implement Public Works strategies and programs, and providing professional staff support to Board-appointed committees and multi-disciplinary teams. The Human Resources Department considered assigning this position to an existing classification but

could not given the job's unique functions and requirements including technical expertise typically demonstrated by possession of the equivalent of a bachelor's degree (or higher) with major coursework in environmental science, or related field, and extensive experience in project management experience with environmental programs and projects.

Compensation Factors: An internal comparison with other County Project Manager positions was conducted and the external job market was surveyed to assist in recommending a salary for this classification. The specialized knowledge of the classification was also taken into account in setting the salary.

Organizational Impact: If approved, this single-position class will have no foreseeable ramifications on the County organization as a whole.

Department Proposing the New Class: Public Works Department

Additional information from the Public Works Department to support this request

Explain the reason for the organizational changes that resulted in this request to allocate positions to the new classification.

At the Board's request, we hired an "Environmental Innovator" to assist with many of the regulatory issues facing the Public Works Department. For the past year, we have accomplished this through a contract position.

Describe the impact the change in allocation will have on service levels to the public, other departments, or other organizations.

The contract position has been very useful in dealing with environmental issues within our department. Through efforts of consensus building, public support has been established for our operations. Funding for this position comes from special revenue funds within the department and as such does not impact the County General Fund.

Explain how the proposed change will impact the department's ability to adapt to future changes in workload or programs.

The nature of this position involves adaptive change. As an innovator, this position requires continuous learning and adaptive skills. The Public Works Department will always be regulated and as such will always seek opportunities to optimize performance.

Identify the impacts the change will have on overall productivity and efficiency in the department and how those impacts will be measured.

Adding the position will not have an effect, as the need has been filled by a contract employee. Without the contract position, the department would have lost productivity in other operational areas in order to staff the Multi-Jurisdictional Solid Waste Task Group and associated Technical Advisory Committee. Performance can only be measured by project delivery that has been identified for the contract position.

Identify the effect the change will have on related classes in the department.

The department does have an environmental planner class utilized by each of the divisions. However, this position is unique as described by the new job class.

Include a statement that indicates that the County Administrator's Office has reviewed and approved the organizational changes and the resulting impacts.

The County Administrator is aware of the situation and has verbally approved the addition of this position as a regular position.

Identify the fiscal impact of the request and funding sources for the current and future fiscal years; include a statement as to how any increased cost will be absorbed within your department's budget and how the shifting of those resources will impact other aspects of your organization.

There will be no significant additional costs in making this a regular County position. The need for the position has been filled by a contract employee for the last year or more. This position will be funded through special revenue funds within the Public Works Department.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

The cost of the new position in salary and benefits is approximately \$23,107 for Fiscal Year 2003-2004. The cost for Fiscal Year 2004-2005 is approximately \$120,158. The position will be funded through special revenue funds within the Public Works Department. The contract position will be eliminated.

There is no impact to facilities.

Special Instructions:

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

CC: County Administrator
Public Works

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

IN THE MATTER OF AMENDING RESOLUTION)
NO. 02-234, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 02-234 established a Classification Plan, and authorized Departmental Position Allocation effective June 24, 2002; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 02-234, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 02-234, adopted by this Board on June 25, 2002, is hereby amended by amending that (those) portion(s) of Section(s) 2 & 4 to read as follows effective April 28, 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> 006106	PM INNOVATIVE PRGM-PW	6540	A-E	\$36.402-\$44.439	NO

SECTION 4. Departmental Position Allocation

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>PUBLIC WORKS (#1610)</u> Add 1 new:	006106		001	PM INNOVATIVE PRGM-PW

2. Except as amended by this Resolution, Resolution No. 02-234 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
5/6/03

By: _____ (SEAL)
Deputy Clerk