

**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: 3/19/02
Department Name: Human Resources
Department No.: 064
Agenda Date: 04/02/02
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: Reconciliation of Allocated Positions

Recommendation(s):

That the Board of Supervisors:

Adopt one (1) resolution effective April 1, 2002, as follows:

- A. ESTABLISH JOB CLASSIFICATION
Housing Program Specialist, Supervising (Class #000309), Range 611 (\$5,109-\$6,237 per month).
- B. DELETE JOB CLASSIFICATION
Housing Program Specialist, Senior (Class #000302), Range 581 (\$4,399-\$5,370 per month).
- C. ADD SPECIAL DUTY ALLOWANCE
Approve Special Duty allowance of 10% for one Staff Analyst (#7095) position in Social Services.

Adopt one (1) resolution effective April 29, 2002, as follows:

- D. DELETE SPECIAL DUTY ALLOWANCE
Delete Special Duty allowance of 10% for one Staff Analyst (#7095) position in Social Services.

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:

- A. The County Administrator and Treasurer/Tax Collector/PA/PG requested a minor reorganization of staffing in the Housing Program. The Human Resources Department is recommending establishment of a supervisory class and deletion of an obsolete lead class, Housing Program Specialist, Senior. The Treasurer/Tax Collector/PA/PG will reclassify the Housing Program Specialist, Senior incumbent into the new Housing Program Specialist, Supervising classification.
- B. This action will delete the obsolete Housing Program Specialist, Senior class. The Housing Program is not large enough to justify retaining both lead and supervisory classification.
- C-D. This action will compensate the Staff Analyst in Social Services for the additional responsibilities associated with updating the County's EEO Plan statistics. The Human Resources Department is recommending that the Staff Analyst be compensated for the additional duties for two pay periods, the approximate length of time of the project.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

A-B. There are no fiscal impacts associated with establishing and deleting classifications.

C-D. The cost for the Special Duty allowance is approximately \$745. The County Administrator's Office will absorb this cost within its current budget.

Special Instructions:

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

Concurrences:

County Administrator

CC: County Administrator
SEIU Local 620
Treasurer-Tax Collector
Social Services

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

IN THE MATTER OF AMENDING RESOLUTION)
NO. 01-208, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 01-208 established a Classification Plan, and authorized Departmental Position Allocation effective June 25, 2001; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 01-208, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 01-208, adopted by this Board on June 26, 2001, is hereby amended by amending that (those) portion(s) of Section(s) 2 & 6 to read as follows effective April 1, 2002:

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>Add:</u> 000309 | HOUSING PRGM SPEC SUPV | 611 | A-E | \$29.375-\$35.861 | NO |
| <u>Delete:</u> 000302 | HOUSING PROGRAM SPEC SR | 581 | A-E | \$25.293-\$30.877 | NO |

SECTION 6. SPECIALIZED DUTIES

ALLOWANCES – The following allowances shall be paid only upon the written certification by the Department Head to the 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 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>Class Title</u> | <u>Maximum Number Employees Authorized</u> |
|-------------------|--------------------|--|
| Social Services | Staff Analyst | 1 |

2. Except as amended by this Resolution, Resolution No. 01-208 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 _____, 2002, 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
4/2/02

By: _____ (SEAL)
Deputy Clerk

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WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 01-208, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 01-208, adopted by this Board on June 26, 2001, is hereby amended by amending that (those) portion(s) of Section(s) 6 to read as follows effective April 29, 2002:

SECTION 6. SPECIALIZED DUTIES

ALLOWANCES – The following allowances shall be paid only upon the written certification by the Department Head to the 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 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>Class Title</u> | <u>Maximum Number Employees Authorized</u> |
|-------------------|--------------------|--|
| Social Services | Staff Analyst | 0 |

2. Except as amended by this Resolution, Resolution No. 01-208 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 _____, 2002, 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
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