



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: 7-16-2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Kristine Schmidt, Human Resources Director
Director(s) 805-568-2800
Contact Info: Yvonne Torres, Assistant Human Resources Director
805-568-3075

SUBJECT: Amendment to the Compensation and Benefits Plan for Management, Appointed Executive, and Confidential Unrepresented Employees

County Counsel Concurrence

As to form: Select_Concurrence

Other Concurrence: Select_Other

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Select_Concurrence

Recommended Actions:

That the Board of Supervisors:

- a) Adopt the resolution in Attachment A which amends the Compensation and Benefits Plan for Management, Appointed Executive, and Confidential Unrepresented Employees (Resolution No. 24-155) previously approved by the Board of Supervisors on April 23, 2024 and amended on June 18, 2024; and
- b) Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above actions are governmental fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and are therefore not a project subject to environmental review.

Summary Text:

Approval of the recommended actions corrects the Compensation and Benefits Plan for Management, Appointed Executive, and Confidential Unrepresented Employees and provides clarification on issues that have come up during the implementation process.

Background:

On June 18, 2024, the Board of Supervisors approved the changes to the Compensation and Benefits Plan for Management, Appointed Executive, and Confidential Unrepresented Employees (Compensation and

Benefits Plan) to be effective June 24, 2024, one of which was to extend the already adopted 5% Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) special pay to the classifications of: County Budget Director, Assistant Auditor-Controller, Chief Deputy Controller, Chief Deputy Auditor, and departmental Chief Financial and Administrative Officer (CFAO). The Assistant Treasurer-Tax Collector-Public Administrator and the Chief Investment Officer classifications were inadvertently left off the list at that time and approval of the recommended actions corrects for the omission. Staff are further recommending the Board of Supervisors authorize the Human Resources Director to extend the 5% CPA/CPFO special pay to other financial management positions.

Staff are recommending using this opportunity to clarify issues that have come up during the implementation process. Changes to Compensation and Benefits Plan document include:

- Clarifying that employees below the level of Department Head who are hired or promoted after January 2, 2024 are eligible for a merit increase after 12 continuous months in the classification
- Authorizing the Human Resources Director to approve advanced salary placement when a temporary assignment results in a significant increase to the employee's retirement contribution rate
- Clarifying the prorated Management Leave hours are available to managers and appointed executives who have not used more than 40 or 80 hours respectively of Administrative Leave in the 2024 payroll year.
- Clarifying how Management Leave hours are granted for employees who are temporarily assigned to a management classification from a non-management classification
- Allowing the CEO to delegate authority to approve up to 40 hours maximum of additional Management Leave
- Authorizing the CEO or designee to extend the 5% temporary special assignment pay beyond 12 months
- Updating terminology from "salaried" to "overtime exempt" for consistency throughout the document
- Ensures Unit 35 (Legacy Managers) are correctly identified throughout the Compensation and Benefits Plan

Fiscal and Facilities Impacts:

The fiscal impacts of the management project were anticipated and sufficient ongoing fund were set aside in the adopted FY 2024-25 budget to cover the increase. Funding will be released as needed to help balance the impacts.

Special Instructions:

Please send one copy of the minute order and signed Resolution to Erin Jeffery, Fiscal & Workforce Planning Division Chief, at emjeffery@countyofsb.org

Attachments:

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!BoardLetter2006.dot v 1106c

Attachment A: Compensation and Benefits Plan for Management, Appointed Executives, and Confidential Unrepresented Employees Resolution (clean copy)

Attachment B: Compensation and Benefits Plan for Management, Appointed Executives, and Confidential Unrepresented Employees Resolution (track changes)

Authored by:

Erin Jeffery, Fiscal and Workforce Planning Division Chief

CC:

Mona Miyasato, County Executive Officer

Rachel Van Mullem, County Counsel

Betsy Schaffer, Auditor-Controller

All Department Directors

Assistant CEOs