



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: September 22, 2020
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Maria Elena De Guevara, Human Resources Director, 569-2816
Director(s) Matt Olson, Chair Civil Service Commission 568-2810
Contact Info: Yvonne Torres, Division Chief, Employment & Workforce
Planning 568-3075
SUBJECT: 2019-20 Annual Report of the Civil Service Commission

County Counsel Concurrence

As to form: N/A

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- A. Receive and file the Annual Report of the Civil Service Commission for Fiscal Year 2019-2020 as it appears in Attachment A, and
- B. Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

Summary Text:

This report is submitted in accordance with Civil Service Rule 202 (c) and summarizes the work conducted by the Civil Service Commission in Fiscal Year 2019-2020.

Background:

Santa Barbara County voters established the current Civil Service System on November 3, 1970. As noted in the County Code, the basic purpose of the Civil Service System is "to establish and maintain a fair and equitable employment relationship between the County and its employees, which will promote and increase efficiency and economy in County service."

The Civil Service Commission consists of five members, one appointed from each supervisorial district, charged with the administration of the County's Civil Service System. The Commission holds hearings on appeals of disciplinary actions as provided by the Civil Service Rules; holds hearings on discrimination complaints; conducts investigations concerning the administration of personnel or conditions of employment; makes recommendations on Civil Service Rules and advises the Board of Supervisors; and submits an annual report to the Board of Supervisors.

Attachment A is the required annual report for Fiscal Year 2019-2020; the recommended action is to receive and file this report.

Fiscal and Facilities Impacts:

Budgeted:

Fiscal Analysis:

Narrative:

The total basic operating expenses of the Civil Service Commission in Fiscal Year 2019-2020 were \$79,720 as detailed in the attached report, which excludes productivity costs of some additional staff time in Human Resources and in County Counsel. In addition, individual departments incur costs related to hearings and appeals involving their employees.

Key Contract Risks:

Staffing Impacts:

Legal Positions:

1

FTEs:

.5

Special Instructions: Upon approval by the Board, please email a minute order to Stephanie Langsdorf.

Attachments: Attachment A: Fiscal Year 2019-2020 Annual Civil Service Commission Report

Authored by: Stephanie Langsdorf, Secretary Civil Service Commission

cc: Civil Service Commissioners
Mona Miyasato, County Executive Officer
Department Heads
Recognized Employee Organizations