



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: June 18, 2024
Placement: Administrative
Estimated Time:
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: Erin Jeffery, Fiscal & Workforce Planning Division Chief,
805-568-2808

SUBJECT: Adoption of Comprehensive, Updated Classification and Salary Schedules

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Adopt the resolution in Attachment A, which provides a full, complete, and updated listing of County job classifications, relevant salaries, and the total number of allocated positions pursuant to California Government Code section 25300, effective June 24, 2024; and
- b) Determine that the above actions are exempt from California Environmental Quality Act (CEQA) review per CEQA Guidelines Section 15378(b)(4) since the recommended actions are government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

This action will update the County's master Classification and Salary Plan to reflect a full and complete listing of the job classifications, salaries, and the total number of authorized positions that the Board of Supervisors has approved. This full master Classification and Salary Plan ("master plan") was last adopted in 2007. Since that time, County staff has recommended regular amendments to this master plan via resolution. Approval of this action represents the first step toward consolidating 17 years of these amendments into a single classification and salary plan that the Board will adopt in its entirety annually. This will make the County's classification and compensation structure and corresponding department

position allocation more transparent to County staff and the public and allow for more effective oversight and control of classifications, salaries, and authorized position allocations.

California Government Code section 25300 requires that a county board of supervisors “prescribe the compensation of all county officers, including the board of supervisors, and shall provide for the number, compensation, tenure, appointment, and conditions of employment of county employees,” and allows a county board of supervisors to do so via resolution. Pursuant to this section, the listing of job classification and salaries provides for the compensation, tenure, and appointment of county employees. The Board has, from time to time, adopted various memoranda of understanding (MOUs) and resolutions outlining the terms and conditions of employment for various County employee groups. The Board most recently adopted the number of authorized positions for County employment during the Fiscal Year 2024-2025 Budget Hearings on June 11, 2024.

The 2007 master plan has eight (8) total sections, and a copy of this complete document is included as Attachment B. At this time, County Human Resources is only bringing forward updates to Sections 2, 3, and 4 as they directly enumerate job classifications, salaries and authorized positions. Sections 2 and 4 also include additional changes resulting from the management study that were not reflected in the Budget Hearing materials from June 11, 2024, including adding Santa Barbara County Employees’ Retirement System (SBCERS)-specific management classifications to the Classification and Salary Plan.

County Human Resources is currently reviewing the remaining sections for possible revisions to ensure that the master plan is implemented and followed in the most efficient way possible, including ensuring that there are no conflicts with the County’s various MOUs and other documents governing compensation, salaries, and benefits. After that review and any related meet-and-confer with relevant employee groups has taken place, County Human Resources staff will provide a full and complete master plan that will reflect these updates, and subsequently will regularly provide updated master plans for Board approval as part of the annual budget process. The Board may continue to adopt various amendments to the master plan from time to time throughout the year, either through Board action or pursuant to Resolution 99-486, which delegates authority to the County Executive Officer to approve departmental position allocation changes within certain guidelines.

Special Instructions:

Please email one (1) copy of the minute order and one (1) copy of the fully executed Salary Resolution to Tracy Rogers, Workforce Planning Analyst, Human Resources Department at trogers@countyofsb.org.

Attachments:

Attachment A: Salary Resolution

Attachment B: Resolution 07-207, Classification and Salary Plan and Authorized Departmental Position Allocations

Authored by:

Stefan Brewer, Workforce Planning Manager

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CC:

Mona Miyasato, County Executive Officer
Nancy Anderson, Chief Assistant County Executive Officer
Assistant County Executive Officers
Department Heads