



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:** 7/18/2017  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Lori Gentles, Human Resources Director, 568-2816  
Director(s)  
Contact Info: Andreas Pyper, Assistant Director, 568-2812  
**SUBJECT:** Reconciliation of FY 17-18 Allocated Positions to Amend the Salary Resolution

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**County Counsel Concurrence**

As to form: YES

Other Concurrence: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Adopts the Resolution in Attachment A effective retroactively to July 3, 2017, which updates job classifications and department position allocations with changes corresponding to the Fiscal Year 2017-2018 Budget approved by the Board of Supervisors on June 14, 2017, by amending the salary resolution;
- b) Adopts changes previously approved by the County Executive Officer during Fiscal Year 2016-2017 under Board Resolution 99-486, as shown in Attachment B; and
- c) Determines that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in potential physical impacts on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4) of the CEQA guidelines.

**Summary Text:**

To expedite the addition of positions authorized by the Board through the budget adoption process, Human Resources is requesting to update the master Classification and Salary Plan as required by Section 27-17 of the County Code. The actions in this letter reflect changes to position allocations

contained in the baseline budgets of departments in the Fiscal Year 2017-2018 Budget, as well as changes to position allocations occurring administratively during the Fiscal Year 2016-2017.

This action will update the County's master Classification and Salary Plan as follows:

- **Attachment A:** Adds position changes for the Fiscal Year 2017-2018 that were approved during the recent budget hearings and classified by Human Resources, and also deletes unused obsolete job classifications.
- **Attachment B:** Lists the position changes requested by departments and approved by the County Executive Officer during Fiscal Year 2016-2017. These amendments conform to Board Resolution 99-486.

Board Resolution 99-486 delegates authority to the County Executive Officer to administratively approve position changes throughout the year when the changes do not result in a change to a department's budget or a net change in a department's allocated positions. The total number of positions changed in this manner cannot exceed 10% of the total authorized positions within a department for a fiscal year. The Resolution also requires that Human Resources annually bring such administrative changes to the Board of Supervisors for review and approval.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Narrative:** The fiscal impacts of the actions in Attachment A were previously adopted and approved by the Board of Supervisors as part of the Fiscal Year 2017-2018 budget. The fiscal impacts of the actions in Attachment B were incorporated into each department's existing allocations at the time each action was taken. There are no additional fiscal impacts related to these actions.

**Staffing Impacts:**

**Legal Positions:**

Net decrease of 5

**FTEs:**

Net increase of 1.6

**Special Instructions:**

Please return one copy of the approved and signed Resolution, as well as one copy of the minute order, to Stefan Brewer, Position Control Division, and Human Resources Department.

**Attachments:**

Attachment A – Salary Resolution

Attachment B – Department Position Allocation Changes Approved by CEO 2016-2017

**Authored by:** Stefan Brewer

**cc:**

<C:\Users\jralextander\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\BNMK4ISG\FINAL FILED Salary Reso Board Letter for 7-18-17.docx>  
<C:\Users\SBrewer\Desktop\FINAL FILED Salary Reso Board Letter for 7-18-17.docx>  
<C:\Users\APyper\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\9LY4P50H\Salary Reso Board Letter for 7-18-17 with vpt edit.docx>