



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: January 26, 2021:  
Set hearing  
February 9, 2021: First  
Reading (Departmental)  
Placement: March 2, 2021: Second  
Reading  
(Administrative)  
Estimated Time: 30 minutes on  
February 9, 2021  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5

---

**TO:** Board of Supervisors  
**FROM:** Department Director(s) Contact Info: *Maria Elena De Guevara*  
Maria Elena De Guevara, Human Resources Director  
568-2816  
Joseph Pisano, Employee Relations Division Chief, 568-2839  
**SUBJECT: Ordinance Amending Chapter 27, Personnel, Articles I and II; Resolution  
Establishing County Office Hours**

---

**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form: N/A

**Auditor-Controller Concurrence**

As to form: No

**Recommended Actions:**

That the Board of Supervisors on February 2, 2021:

- a) Set hearing for March 2, 2021 to consider an Ordinance Amending Chapter 27, Personnel, Articles I and II, to provide textual clarity and modernization of the 1971 language; and
- b) Find that the proposed actions do not constitute a "Project" within the meaning of California Environmental Quality Act, pursuant to 14 CCR 15378(b)(2), as it consists of general policy and procedure making.

That the Board of Supervisors on March 2, 2021:

- a) Consider the introduction (First Reading) of an Ordinance Amending Chapter 27, Personnel, Articles I and II, to provide textual clarity and modernization of the 1971 language;
- b) Read the title of the Ordinance and waive full reading of the Ordinance;

- c) Set a hearing on the Administrative Agenda for March 9, 2021 to consider the adoption (Second Reading) of an Ordinance Amending Chapter 27, Article I and II, to provide textual clarity and modernization of the 1971 language; and
- d) Find that the proposed actions do not constitute a “Project” within the meaning of California Environmental Quality Act, pursuant to 14 CCR 15378(b)(2), as it consists of general policy and procedure making.

That the Board of Supervisors on March 9, 2021:

- a) Consider adoption (Second Reading) of an Ordinance Amending Chapter 27, Personnel, Articles I and II, to provide clarity and modernization of the 1971 language;
- b) Adopt the Resolution Regarding County Office Hours (Attachment C); and
- c) Find that the proposed actions do not constitute a “Project” within the meaning of California Environmental Quality Act, pursuant to 14 CCR 15378(b)(2), as it consists of general policy and procedure making.

**Summary Text:**

The recommended actions will amend Chapter 27, Personnel, Articles I and II, of the County Code. Although the basis for the County’s Civil Service rules are rooted in this ordinance chapter, approving the recommended actions will not make any changes to the Civil Service Rule themselves. In addition, the recommended actions will codify County Office Hours by resolution rather than in the ordinance.

The County satisfied its obligations to meet and confer with recognized labor groups regarding any changes within the scope of bargaining.

**Background:**

Human Resources practices at the County of Santa Barbara are governed by federal, state, and local law, the County Personnel Ordinance (Chapter 27), Civil Service Rules, Board resolutions, Memoranda of Understanding with labor groups, and various policies and procedures. The County Personnel Ordinance is substantially unchanged since it was adopted in 1971 and the majority of the current Civil Service Rules date to 1983.

Years of working with these governing documents have revealed internal inconsistencies and contradictions, as well as language that is open to varied interpretations. Since 2017, County workgroups have met to discuss ways to uphold the underlying principles of the civil service system – merit-based hiring practices, fair treatment of employees, equal opportunities for advancement, keeping politics out of the workplace – while accommodating modern practices, simplifying and clarifying language, and eliminating inconsistencies.

Although revision of the Civil Service Rules was the driving force behind these efforts, it became apparent that the Civil Service Rules are a part of a hierarchy of governance, and the necessary first step was to review and revise Chapter 27 Personnel, Article II – Civil Service System of Santa Barbara County. That effort grew to include a review of Chapter 27 Personnel, Article I – in General, which was also in need of updating.

Guiding principles of this proposed redrafting were to achieve simplicity and clarity, and also to capture each provision in the most flexible environment legally possible, with a hierarchy of ordinance, resolution,

rule, policy. In this scheme, the ordinance and resolution satisfy legal requirements and provide an overarching statement of principles, the Civil Service Rules provide specific guidance about how those principles are applied, and policy and procedures manuals detail highly specific information that is necessary for consistent resolution of the many complex situations that arise in human resource management Countywide.

Should the Board adopt the recommended changes to the Personnel Ordinance, the Human Resources Department will return at a later time to request Board review and adoption of recommended Civil Service Rule changes and of an expanded Human Resources Policy and Procedures manual.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Narrative: There are no fiscal impacts associated with the recommended actions.

**Special Instructions:**

Request the Clerk of the Board to publish notice in a newspaper of general circulation in Santa Barbara County 10 days prior to the hearing and again upon adoption by the Board of Supervisors in accordance with Government Code section 25124.

Return one copy of the approved Ordinance and Resolution to Human Resources, Employee Relations, and one copy to the Human Resources Director.

**Attachments:**

Attachment A- Revised Article I and Article II, Chapter 27 Personnel, County Code of Ordinances

Attachment B- Redline Revised Article I and Article II, Chapter 27 Personnel, County Code of Ordinances

Attachment C- Resolution Regarding County Office Hours

Attachment D- PowerPoint County Code of Ordinances Section 27

**Authored by:** Carrie Topliffe and Joseph Pisano

**cc:** Mona Miyasato, County Executive Officer  
Michael C. Ghizzoni, County Counsel