



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: CEO  
Department No.: 012  
For Agenda Of: June 23, 2015  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

---

TO: Board of Supervisors

FROM: Department Director(s) Jeri Muth, Human Resources Director, 568-2817  
Contact Info: Theresa Duer, Assistant HR Director, 568-2822

SUBJECT: Reconciliation of Allocated Positions

---

**Recommended Actions:** That the Board of Supervisors:

1. Adopt a Resolution (Attachment A) effective July 6, 2015 that updates changes to department position allocations corresponding to the Fiscal Year 2015-2016 Recommended Budget approved by the Board of Supervisors on June 10, 2015 including changes approved by the County Executive Officer in the Fiscal Year 2014-2015 pursuant to Board Resolution 99-486, as shown in Attachment B; and
2. Determine that this action is exempt from the California Environmental Quality Act (CEQA) review as it is not a project pursuant to CEQA Guidelines Section 15378 (b) (2).

**Summary Text:**

To expedite the addition of positions authorized by the Board though the budget adoption process, this year Human Resources is recommending earlier actions to update the master Classification and Salary Plan, as required by Section 27-17 of the County Code. The actions in this report reflect the addition and deletion of certain positions occurring administratively during Fiscal Year 2014-2015 as well as those contained in the baseline budgets of departments in the Fiscal Year 2015-2016 Budget. Positions added by the Board at the Budget Hearings or through the CEO's Recommended expansions are not included in this action but will be included in a future update of the master Classification and Salary Plan this summer.

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

***Attachment A***

- Add position changes for Fiscal Year 2015-2016 that were approved during the recent budget hearings and classified by Human Resources;
- Retitle certain job classifications; and
- Delete obsolete job classifications.

***Attachment B***

Reflect position changes requested by departments during Fiscal Year 2014-2015. These amendments conformed to Board Resolution 99-486 which delegates authority to the County Executive Officer to administratively approve such position changes throughout the year when they do not result in a net change in the number of allocated department positions and do not exceed 10% of the total authorized positions within a fiscal year. The Resolution also requires Human Resources to annually bring such administrative changes to the Board of Supervisors for review and approval.

**Fiscal and Facilities Impacts:**

There is no fiscal impact of this action, which is updating the master Classification and Salary Plan to reflect department position changes occurring in Fiscal Year 2014-2015 and allocating positions considered and approved by the Board of Supervisors during the Fiscal Year 2015-2016 Budget on June 10, 2015.

**Special Instructions:**

Please return one copy of each of the approved and signed resolutions to Maya Barraza in Human Resources.

**Attachments:**

Attachment A – Salary Resolution

Attachment B – Department Position Allocation Changes Approved by CEO 2014-2015

**Authored by:** Maya Barraza