



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: 7/11/2023
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, 805-568-2800
Director(s) 2800
Contact Info: Scott D. McGolpin, Public Works Director, 805-568-3010
Erin Jeffery, Employment & Workforce Planning Division Chief, 568-2808

SUBJECT: Establish Job Classifications of Heavy Equipment Operator, Specialist and Refuse Checker, Senior

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Adopt the resolution in Attachment A to establish the classifications of Heavy Equipment Operator, Specialist (Class #4006, Range #4006, \$34.452 to \$41.877 per hour) and Refuse Checker, Senior (Class #6482, Range #6482, \$28.308 to \$34.409 per hour), as well as allocate fifteen (15) 1.0 FTE legal positions to the Public Works Department;
- b) Approve the Side Letter in Attachment B between Service Employees International Union, Local 620 and the County of Santa Barbara regarding the terms and conditions applicable to the Heavy Equipment Operator, Specialist and Refuse Checker, Senior job classifications and initial salaries; and
- c) 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:

The recommended action would establish the civilian job classification series of Heavy Equipment Operator Specialist and Refuse Checker Senior. Heavy Equipment Operator Specialist will be used in the Transportation, Water Resources, and Resource Recovery and Waste Management divisions of the

Public Works Department (the Department), whereas the Refuse Checker Senior will only be utilized in the Resource Recovery and Waste Management Division.

In accordance with the Employer-Employee Relations Policy all recognized employee organizations were notified of our intent to assign the classifications to bargaining unit 26 (Craft, Tech & Maintenance Services, Non-Supervisory) represented by Service Employees International Union, Local 620 and there were no objections. The County met and conferred with the Union and agreed on the proposed salaries for the classifications.

Background:

The Department utilizes the job classification series of Heavy Equipment Operator (HEO) to perform complex maintenance work requiring the use of heavy machinery. This classification reports up to a Refuse Leader or Maintenance Leader classification which is responsible for the coordination of the work of a crew. As an HEO, some employees become experts in various pieces of equipment utilized by the Department, yet the only promotional path for these staff is one that leads to more administrative-type work and less time utilizing their equipment expertise on a day-to-day basis. Having a HEO Specialist position would allow the department to retain the employees who are experts on heavy machinery in a role which they can continue to operate equipment day-in and day-out. It would also allow the department to designate these staff as formal trainers of other employees in lower classifications and further the department's plan to formalize employee training on heavy equipment.

The Department currently utilizes the job classification of Refuse Checker at its Transfer Stations and the Tajiguas Landfill. Refuse Checkers at all sites currently report up to one Refuse Checker Supervisor, but the Supervisor can only be present at one site at a time. The Department determined that operational efficiencies could be accomplished by having the Refuse Checker Senior classification act as a lead-worker assigned to each site; especially in terms of cash handling and customer service to members of the public who utilize these waste disposal facilities. The Refuse Checker Senior will also be responsible for providing training to Refuse Checkers.

Performance Measure:

N/A

Contract Renewals and Performance Outcomes:

N/A

Fiscal and Facilities Impacts:

Budgeted: Yes The department plans to add 12 HEO Specialists and three Refuse Checker Seniors; however, there will be no change to FTEs. Departmental promotional recruitments will be conducted in order to promote staff into these positions. When the promotions occur, the positions vacated by these staff will become unfunded. Once these positions become unfunded, staff will delete these vacated position allocations, either as part of a future Recommended Budget or via a separate Board Letter. The estimated increase to salaries and benefits is shown in the chart below. The amount budgeted for salaries and benefits in the FY 2023-24 Adopted Budget is anticipated to be able to absorb these increases.

Division	HEO Specialist	Refuse Checker Senior
Transportation	\$88,000	\$0
Water Resources/Flood Control	\$22,000	\$0
Resource Recovery & Waste Management	\$22,000	\$22,200
Total Cost	\$132,000	\$22,200

Key Contract Risks:

N/A

Staffing Impacts:

Legal Positions:

Add 15 new

FTEs:

No change

There are no staffing impacts associated with adding the classifications by themselves. It is also anticipated that there will be no net change to staffing in the department as a result of these changes. When the promotions occur, the positions vacated by promoted staff will become unfunded – and thus will remain unfilled prior to deletion.

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: Side Letter between Service Employees International Union Local 620 and the County of Santa Barbara Regarding the Initial Salaries for Heavy Equipment Operator, Specialist and Refuse Checker, Senior

Attachment C: Proposed Class Specification for Heavy Equipment Operator, Specialist

Attachment D: Proposed Class Specification for Refuse Checker, Senior

Authored by:

Stefan Brewer, Workforce Planning Manager, County Human Resources

cc:

Mona Miyasato, County Executive Officer

Wade Horton, Assistant County Executive Officer