

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 1/8/04
Department Name: Human Resources
Department No.: 064
Agenda Date: 1/20/04
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Scott J. Ullery
Deputy County Administrator

STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822

SUBJECT: Personnel Actions in the Department of Social Services

Recommendation(s):

That the Board of Supervisors: adopt one (1) resolution, effective January 19, 2004 to consolidate seven classes into three, as follows:

ESTABLISH JOB CLASSIFICATIONS

Career Employment Specialist, (Class 001416), Range 4796 (\$2,653-\$3,239 per month);
Career Employment Specialist, Senior (Class 001417), Range 5036 (\$2,990-\$3,651 per month);
Career Employment Specialist Supervisor (Class 001418), Range 5336 (\$3,473-\$4,240 per month).

DELETE JOB CLASSIFICATIONS

Career Employment Specialist I, (Class 001411), Range 4774 (\$2,624-\$3,203 per month);
Career Employment Specialist II, (Class 001412), Range 4904 (\$2,800-\$3,418 per month);
Career Employment Specialist III, (Class 001413), Range 5024 (\$2,972-\$3,629 per month);
Career Employment Specialist, Supervising (Class 001414), Range 5324 (\$3,452-\$4,214 per month);
Job Training Specialist Counselor I, (Class 003110), Range 4796 (\$2,653-\$3,239 per month);
Job Training Specialist Counselor II, (Class 003111), Range 5036 (\$2,990-\$3,651 per month);
Job Training Specialist, Supervisor, (Class 003107), Range 5556 (\$3,876-\$4,731 per month).

RECLASSIFY

Reclassify: 20 (18.0 FTE) Career Employment Specialist I/II (Classes 001411/001412) to Career Employment Specialist/Specialist, Senior (Classes 001416/001417).

Reclassify: 14 (14.0 FTE) Career Employment Specialist III (Class 001413) to Career Employment Specialist/Specialist, Senior (Classes 001416/001417).

Reclassify: 9 (9.0 FTE) Job Training Specialist Counselor I/II (Classes 003110/003111) to Career Employment Specialist/Specialist, Senior (Classes 001416/001417).

Reclassify: 12 (12.0 FTE) Career Employment Specialist Supervising (Class 001414) to Career Employment Specialist Supervisor (Class 001418).

Reclassify: 2 (2.0 FTE) Job Training Services Supervisor (Class 003107) to Career Employment Specialist Supervisor (Class 001418).

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

Executive Summary and Discussion:

Proposed new classifications:

The proposed new classifications represent a consolidation/collapsing of the Career Employment Specialist I/II/III and Job Training Specialist I/II class series into a new “Career Employment Specialist” series. While we are recommending establishing 3 new classifications, if approved, the following 7 classifications would be deleted, effectively reducing the overall number of classifications in the Social Services Department by 4:

- Career Employment Specialist I*
- Career Employment Specialist II*
- Career Employment Specialist III*
- Career Employment Specialist, Supervising*
- Job Training Specialist Counselor I*
- Job Training Specialist Counselor II*
- Job Training Specialist Supervisor*

Department Requesting the New Classifications: Social Services Department

Background: The transfer of the Job Training Network to Social Services brought three new classifications into the department, Job Training Specialist I and II and Job Training Specialist, Supervisor, all of which are essentially duplicative of the department’s Career Employment Specialist class series used in the CalWORKS program. Social Services requested that Human Resources study the feasibility of merging the two class series, inasmuch as Social Services believed the functions of each series to be substantially similar and because it was also appropriate to assess the CES series now that CalWORKs had been completely implemented.

Service Level/Organizational Impact: The collapse of the CES and JTS classes into a single classification series will improve the department’s ability to adapt to future changes in the CalWORKS and WIA programs. There are no negative impacts on service levels. Other Social Services programs, County departments, and the County organization as a whole will not be impacted by this change.

Class concept: The proposed flex classifications will be assigned to one or more of the employment services programs within Social Services, and are responsible for providing direct client services in the areas of

employment counseling, needs assessment, vocational evaluation, employment preparation, referral to support services, etc. The proposed supervisor classification is responsible for supervising the work of staff providing these client services.

Compensation Factors: The salary recommendations were based on internal relationships within the Social Services Department.

Fiscal Impact: The annual fiscal impact of this request is approximately \$59,000. The increase will occur in CalWORKs and will be covered by unanticipated TANF incentive funds for the next 3-4 years; thereafter it will be covered by salary savings or new revenue. Since CalWORKs has a fixed maintenance of effort there is no impact on the General Fund.

Freeze Exemption: Your Board implemented a temporary freeze on reclassifications effective December 10, 2003. However, the County began meeting and conferring in October with affected employee organizations regarding the recommended reclassification, and representatives of the County and SEIU Local 620 and 535 reached overall agreement on December 11 regarding the impacts of the proposed action. In light of these ongoing efforts and in the interest of bringing this process to a successful conclusion, the County Administrator and Human Resources staff recommend that this reclassification action be implemented as an exception to the temporary freeze.

Special Instructions:

Please send one copy of the approved resolution for this action to Sandra Viola in the Human Resources Department.

CC: County Administrator's Office
Social Services
SEIU Local 535
SEIU Local 620

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

IN THE MATTER OF AMENDING RESOLUTION)
NO. 03-210, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 03-210 established a Classification Plan, and authorized Departmental Position Allocation effective July 7, 2003; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 03-210, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 03-210, adopted by this Board on July 8, 2003, is hereby amended by amending that (those) portion(s) of Section(s) 2, and 4 to read as follows effective January 19, 2004:

SECTION 2. Job Classification Table

<u>JOB CLASS</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LIMIT</u>	<u>RATE MIN/MAX</u>	<u>OT ELIGIBLE</u>
<u>Establish:</u>					
001416	CAREER EMPL SPEC	4796	A-E	\$15.254-\$18.621	YES
001417	CAREER EMPL SPEC SR	5036	A-E	\$17.192-\$20.989	YES
001418	CAREER EMPL SPEC SUPERVISOR	5336	A-E	\$19.968-\$24.377	NO
<u>Delete:</u>					
001411	CAREER EMPL SPEC I	4774	A-E	\$15.087-\$18.418	YES
001412	CAREER EMPL SPEC II	4904	A-E	\$16.097-\$19.651	YES
001413	CAREER EMPL SPEC III	5024	A-E	\$17.090-\$20.864	YES
001414	CAREER EMPL SPEC SUPV	5324	A-E	\$19.849-\$24.231	NO
003110	JTS COUNSELOR I	4796	A-E	\$15.254-\$18.621	YES
003111	JTS COUNSELOR II	5036	A-E	\$17.192-\$20.989	YES
003107	JTS COUNSELOR SUPV	5556	A-E	\$22.284-\$27.203	NO

SECTION 4. Departmental Position Allocation

DEPARTMENT/BUDGET UNIT

<u>ACTION/AFFECTED POSITION #</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>SOCIAL SERVICES (#5810)</u>				
Change 870, 4632, 4713, 1033, 1155, 1203, 1346, 1835, 2559, 2640, 3051, 3451, 3521, 4855, 5096, 5241				
From:	001411		000	CAREER EMPL SPEC I
	001412			CAREER EMPL SPEC II
To:	001416		016	CAREER EMPL SPEC
	001417			CAREER EMPL SPEC SR
Change 8960				
From:	001411	.75	000	CAREER EMPL SPEC I
	001412	.75		CAREER EMPL SPEC II
To:	001416	.75	001	CAREER EMPL SPEC
	001417	.75		CAREER EMPL SPEC SR
Change 8769, 8770				
From:	001411	.50	000	CAREER EMPL SPEC I
	001412	.50		CAREER EMPL SPEC II
To:	001416	.50	002	CAREER EMPL SPEC
	001417	.50		CAREER EMPL SPEC SR
Change 8961				
From:	001411	.25	000	CAREER EMPL SPEC I
	001412	.25		CAREER EMPL SPEC II
To:	001416	.25	001	CAREER EMPL SPEC
	001417	.25		CAREER EMPL SPEC SR

Change 472, 2458, 4290, 4661, 4762, 5721, 5722, 5723, 5724, 6450, 6473, 8196, 3346, 6433				
From:	001411	000	CAREER EMPL SPEC III	
To:	001416	030	CAREER EMPL SPEC	OR
	001417		CAREER EMPL SPEC SR	
Change 6420, 6426, 6432, 6449, 6463, 6480, 6485, 7864, 7865				
From:	003110	000	JTS COUNSELOR I	OR
	003111		JTS COUNSELOR II	
To:	001416	039	CAREER EMPL SPEC	OR
	001417		CAREER EMPL SPEC SR	
Change 304, 1373, 1392, 1808, 1994, 2500, 2765, 3092, 3855, 4211, 4239, 4393				
From:	001414	000	CAREER EMPL SPEC SUPV	
To:	001418	012	CAREER EMPL SPEC SUPERVISOR	
Change 6422, 8040				
From:	003107	000	JTS SUPERVISOR	
To:	001418	014	CAREER EMPL SPEC SUPERVISOR	

2. Except as amended by this Resolution, Resolution No. 03-210 as amended, continues unchanged as in full force and effect.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this _____ day of _____, 2004, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNSEL
NOVEMBER 1993
1/20/04

By: _____ (SEAL)
Deputy Clerk