

**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:** 4/11/02  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 4/23/02  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** Ann Goodrich, Human Resources Director  
568-2817  
**STAFF CONTACT:** Theresa Duer, Deputy Human Resources Director  
568-2822  
**SUBJECT:** Reconciliation of Allocated Positions

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**Recommendation(s):**

That the Board of Supervisors:

Adopt one (1) resolution effective April 15, 2002, as follows:

ESTABLISH JOB CLASSIFICATION

Social Services Staff Development Coordinator (Class #007058), Range 540 (\$3,585-\$4,377 per month).

DELETE JOB CLASSIFICATION

Program Assistant-Social Services (Class #000031), Range 535 (\$3,497-\$4,269 per month).

SOCIAL SERVICES (#5810)

Delete: 1 (1.0 FTE) Program Assistant-Social Services (Class #000031).

Add: 1 (1.0 FTE) Social Services Development Coordinator (Class #007058).

**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:**

The Department of Social Services requested a classification study of the position assigned to coordinate the department's eligibility training. After conducting a study, the Human Resources Department has determined that there are a variety of unique duties and skills associated with this position and recommends

the creation of the new classification of Social Services Staff Development Coordinator. Human Resources conducted an internal and external salary survey and recommends that the salary for this position be established at range 540 (\$3,585-\$4,377/mo).

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

This reclass will result in one Program Assistant position being reclassified to Social Services Staff Development Coordinator, including a 2.5% increase in salary.

Program Assistant	(range 535)	\$3497 - \$4269/monthly
SS Staff Dev. Coord.	(range 540)	\$3672 - \$4482/monthly

Monthly Salary Increase	\$175 - \$213/monthly
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Annual increase	\$2,100 - \$2,556
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The Department of Social Services will fully cover this increase in salary costs. This change will not require a budget expansion.

**Special Instructions:**

Please send one copy of the approved resolution to Susan Kean, Human Resources Department.

**Concurrences:**

County Administrator

CC: County Administrator  
SEIU Local 535  
Social Services

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

IN THE MATTER OF AMENDING RESOLUTION )  
 NO. 01-208, AS AMENDED, BEING THE SALARY ) RESOLUTION NO. \_\_\_\_\_  
RESOLUTION OF THE COUNTY OF SANTA BARBARA )

WHEREAS, Salary Resolution No. 01-208 established a Classification Plan, and authorized Departmental Position Allocation effective June 25, 2001; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 01-208, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 01-208, adopted by this Board on June 26, 2001, is hereby amended by amending that (those) portion(s) of Section(s) 2 & 4 to read as follows effective April 15, 2002:

**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>Add:</u> 007058	SS STAFF DEVELOPMENT CRD	540	A-E	\$20.615-\$25.167	NO
<u>Delete:</u> 000031	PROGRAM ASST-SOC SERVICES	535	A-E	\$20.108-\$24.547	NO

**SECTION 4. Departmental Position Allocation**

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
SOCIAL SERVICES (#5810) Reclass 1558				
	From: 000031		000	PROGRAM ASST-SOC SERVICES
	To: 007058		001	SS STAFF DEVELOPMENT CRD

2. Except as amended by this Resolution, Resolution No. 01-208 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 \_\_\_\_\_, 2002, 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  
4/23/02

By: \_\_\_\_\_ (SEAL)  
Deputy Clerk