



**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

Submitted on:
(COB Stamp)

Department Name: Human Resources
Department No.: 064
Agenda Date: September 9, 2025
Placement: Administrative Agenda
Estimated Time:
Continued Item: Choose an item.
If Yes, date from: <Insert Date>
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Kristine Schmidt, Human Resources Director
Contact: Natalie Alvarado, Talent Acquisition & Development Division Chief
SUBJECT: Revisions to the New Hire and Promotional Incentive Policy

DocuSigned by:
Kristine Schmidt
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County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve administrative revisions and updates to the New Hire and Promotional Incentive Policy originally adopted by the Board of Supervisors on April 18, 2000, and subsequently revised in 2007, 2018, and 2023; and
- b) Determine that the above action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), because it consists of government funding mechanism and/or government funding mechanisms and/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 New Hire and Promotional Incentive Policy adopted in 2000 is designed to assist the County in its efforts to fill critical positions by providing new hire and promotional recruiting incentives and reimbursements. This proposed policy revision includes minor administrative changes to enhance clarification of the policy, without significant material changes, and no changes to current incentive payments. The revisions to the policy: include updates to job classification titles from the Management Classification and Compensation Plan approved by the Board on April 23, 2024; incorporate an increased incentive for the Veterinarian classification that was approved by the Board on June 4, 2024; and make other administrative changes.

Discussion:

The County of Santa Barbara adopted a new Management Classification and Compensation Plan that mapped existing management classifications into new classification families, titles and compensation bands effective June 24, 2024. Proposed changes to the New Hire and Promotional Incentive Policy reflect the mapping of the former broadband classifications of “Assistant Department Leader Attorney/ Physician,” eligible for an incentive of up to \$90,000, to the following new job titles: Assistant District Attorney, Assistant Public Defender, Chief Assistant County Counsel, and Medical Director- Physician/ Psychiatrist. The revisions to the policy incorporate prior Board direction from June 4, 2024, to make the Veterinarian classification eligible for up to a \$90,000 incentive and add the new classification of Public Health Officer to the medical classifications.

Additionally, the revised policy provides clarity and reduces the need to return to the Board for administrative changes:

- The policy now includes revised language to clarify that employees rehired within two years are not eligible for a new hire incentive.
- The policy provides the Human Resources Director with the ability to make future administrative, non-substantive revisions to the policy (such as updating job titles).
- The policy clarifies the position of HR Director may adjust incentive amounts by CPI every 5 years, starting in 2028 (this is an existing provision, but did not specify the authority).

However, the reasons for incentives, types of incentives, and base maximum incentive limits authorized by the Board of Supervisors in the previous policy are **not** changing and Board of Supervisors approval will still be required for substantive changes of this nature.

Background:

The County’s current New Hire and Promotional Incentive Policy was adopted by the Board of Supervisors on April 18, 2000, and revised on February 13, 2007, June 19, 2018, and October 17, 2023. This policy’s goal is to assist the County in attracting highly qualified candidates to critical County positions by providing incentives that can be used for expenses related to relocation, temporary housing, rental/lease, education loans, cash incentives, to offset increased pension contribution for certain employees. The policy has been revised over time to incorporate hard-to-fill job classifications.

Fiscal and Facilities Impacts:

Budgeted: No

Narrative: New hire incentives are recommended, budgeted and paid for by the hiring department. Proposed revisions to this policy do not have a direct fiscal impact.

Attachments:

Attachment A – New Hire and Promotional Incentives Policy (redlined)

Attachment B – New Hire and Promotional Incentives Policy (clean)

Contact Information:

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