



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/Human Resources

Department No.:

064

For Agenda Of:

January 8, 2008

Placement:

Administrative

Estimated Tme:

Continued Item:

No

If Yes, date from:

Vote Required:

Majority

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**TO:** Board of Supervisors

**FROM:** Department Susan Paul, Assistant CEO/HR Director, 568-2817  
Director(s)  
Contact Info: Theresa Duer, Assistant HR Director, 568-2822

**SUBJECT:** Amendment to Salary Resolution No. 07-207

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**County Counsel Concurrence**

As to form: Select\_Concurrence

**Other Concurrence:** Select\_Other

As to form: Select\_Concurrence

**Auditor-Controller Concurrence**

As to form: Select\_Concurrence

**Recommended Actions:**

That the Board approve a resolution to include the classifications of Collections Officer I/II (Class # 001773, #001774) in the first phase of the Clerical Classification and Compensation Project.

**Summary Text:**

On November 27, 2007, the Board amended Resolution No. 07-207 to implement the first phase of the Clerical Classification and Compensation Project, including a 3% salary increase effective November 19, 2007 for positions included in the project. CEO/Human Resources inadvertently excluded the classifications of Collections Officer I/II from the resolution setting forth the classes eligible for the salary increase. The recommended action would correct that omission.

**Background:**

The Clerical Classification and Compensation Project is a collaborative effort between County management and SEIU Local 620 to develop a more effective structure for clerical employees that included a development path for individuals in clerical positions, skill development and greater flexibility in deployment of clerical resources within the organization. Phase I of the project was approved by the Board on November 27, 2007. CEO/Human Resources will return at a later date with the recommendation implementing Phase II, including allocation of employees into new classifications associated with the project.

**Performance Measure:**

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

The fiscal impact for FY 2007-08 will be approximately \$6,136 and approximately \$10,637 annually thereafter. Of the annual cost of \$10,637, approximately \$1,808 will be in the form of an increase in the County's contributions to the Retirement System.

The biannual actuarial study of the Santa Barbara County Retirement System as adopted by the Board of Retirement includes certain economic and non-economic assumptions in setting the employer's contribution rate, which is used to estimate the impact of the recommended actions on the County's contribution to the retirement system.

The recommendation is within the parameters established by the Board and has been included in the Budget.

**Staffing Impacts:**

**Legal Positions:**

**FTEs:**

**Special Instructions:**

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

**Attachments:** Salary Resolution

**Authored by:** Theresa Duer

**cc:** County Executive Office  
Auditor-Controller  
County Counsel