



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:** March 20, 2018  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Lori Gentles, Human Resources Director  
Director(s) 805-568-2816  
Contact Info: Joseph Pisano, Interim Chief of Employee Relations, 805-568-2839

**SUBJECT:** Special Duty Pay for Concrete Form and Finish Work in Urban Forestry

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**County Counsel Concurrence**

As to form: N/A

Other Concurrence: N/A

As to form: Select\_Concurrence

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- A. Approves a 10% special duty pay, effective March 26, 2018, for one (1) regular employee in the classification of Maintenance Worker I/II working at the journeyman level in the concrete form and finish trade and who is assigned to the Urban Forestry Unit within the Transportation Division of the Public Works Department, and
- B. Determines pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

**Summary Text:**

The recommended actions would establish a 10% special duty pay for an employee in the general Maintenance Worker I/II classification who possesses the special skills and experience of a journeyman in the concrete form and finish trade. This will assist the Public Works Department in continuing to provide high quality work and services to the public by retaining employees with this critical skill set and creating a pathway for other County employees to develop these skills and continue working in the County Public Works Department.

**Background:**

The Urban Forestry Unit is tasked with maintaining trees and hardscape (such as concrete and masonry) on County-owned property and right-of-ways. This includes maintaining, repairing, and replacing damaged or non-standard concrete hardscape such as curbs and gutters, sidewalks, curb returns, drainage spandrels and cross gutters, driveway approaches and aprons, and ADA compliant ramps and returns.

Frequently the Urban Forestry Unit is called upon to perform this work within the confines of existing “old work,” which involves properly retrofitting repairs into existing hardscape where previous grades and/or old construction methods make it difficult to obtain optimum results, utilize best practices in construction trade, and comply with evolving regulations and other mandates. Failure to perform this work properly can result in liability for the County.

There are currently five (5) Maintenance Workers in the Urban Forestry Unit, and only one with the specialized skills and experience of a journeyman in the concrete form and finish trade. The recommended action will assist the Public Works Department in its succession planning by recognizing the value of these skills and experience, acknowledging an employee’s willingness and ability to share knowledge and train other staff in this area, and incentivizing other employees to become proficient in this trade to be able to carry on this work without having to contract out for services.

Staff has fulfilled its obligation to meet and confer with the Service Employees International Union (SEIU) Local 620, the labor organization which represents staff in Maintenance Worker I and II classifications, prior to taking this recommendation to the Board, and Local 620 supports the recommended action.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

The fully loaded cost for a 10% special duty pay for one current (1) Maintenance Worker II would be approximately \$2,290 for the remainder of Fiscal Year 2017-18 and \$8,505 annually thereafter. This cost increase would be funded by California State Senate Bill 1 (transportation funding) and sources of reimbursement.

**Special Instructions:**

**Attachments:**

**Authored by:** Erin Jeffery, Human Resources Manager

**cc:** Mona H. Miyasato, County Executive Officer  
Theo Fallati, Auditor-Controller  
Michael C. Ghizzoni, County Counsel  
Scott D. McGolpin, Public Works Director