



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
Department No.: 012
For Agenda Of: September 2, 2014
Placement: Departmental
Estimated Tme: 10 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Jeri Muth, Human Resources Director, 568-2816
SUBJECT: *Lifting of Countywide Hiring Freeze*

County Counsel Concurrence

As to form: Yes

Other Concurrence: Select_Other

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- 1) Lift the hiring freeze that was implemented by the Board on December 14, 2010 in response to unprecedented financial issues being experienced by the County at that time; and
- 2) Determine that the above action is organizational and administrative in nature and is not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b) (5) of the CEQA Guidelines.

Summary Text:

On December 14, 2010, the Board of Supervisors voted to implement a hiring freeze in which Human Resources would “work with departments to determine critical nature of all positions requested; review budgetary fund sources, stability of funding sources, organizational changes that might affect requested positions and return to the Board with regular reports identifying approved recruitments.” The recommended action would lift the hiring freeze, eliminate the review process, and expedite recruitments. In addition, it would eliminate ongoing reporting requirements.

Background:

In October 2010, the CEO presented to the Board of Supervisors the Financial Issues Report in which 18 significant fiscal issues were highlighted and projected a budget shortfall of approximately \$60 million for Fiscal Year 2011-2012. In addition, that same month, the Board of Retirement approved demographic and economic assumption changes that were projected at the time to result in an unplanned increase in the County’s retirement costs estimated at approximately \$30.3 million. As a result of these projections, the Board voted to implement a hiring freeze to control staffing costs by ensuring any vacancies filled were critical to the organization and had sufficient and stable funding sources.

In implementing Board direction, Human Resources required that requisitions be submitted before *any* position could be filled, whether or not it would result in a recruitment (i.e., backfilling positions, Extra Help, temporary help, etc.). The process also included a weekly review of all requisitions to analyze against Board-established criteria. This resulted in at least a one-week delay in approving the requisition and moving forward the filling of vacant positions.

Although Human Resources will continue to review requisitions before assigning to a recruiter, as the economy continues to improve and as departments experience increased turnover and/or increases in allocated positions, it is recommended that the hiring freeze be lifted so that positions can be filled more expeditiously.

cc: Mona Miyasato, CEO
Department Heads