

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: 12/12/01
Department Name: County Administrator
Department No.: 012
Agenda Date: 1/8/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Michael F. Brown, County Administrator
STAFF CONTACT: Jim Laponis, Deputy County Administrator
568-3400
SUBJECT: Request Extension of Special Duty Allowance

Recommendation(s):

That the Board of Supervisors:

- A. Extend special duty allowance of 5% for the Human Resources Manager-Dept position within Dept. 41, Public Health, from January 8, 2002 – April 1, 2002, and
- B. Extend special duty allowance of 8% for one Administrative Secretary-R position within Dept. 012, County Administrator, EEO/AAO Division, from January 8, 2002 - April 1, 2002.

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 County Administrator's Office approached your Board October 9, 2001, requesting approval of special duty allowance for these two positions to compensate for the additional workload incurred with the vacancy of the EEO/AAO Manager, while the County went through the recruitment process.

The top candidates have been selected for final interviews. Due to the holiday season, and the potential of any candidate possibly needing to relocate, it is most likely that the position will not be filled until mid-March. For this reason, we request that the special duty allowance be extended for a period not to exceed April 1, 2002.

Mandates and Service Levels: N/A

Fiscal and Facilities Impacts: The additional cost will be absorbed by the salary savings created from the EEO/AAO Manager vacancy.