



**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: 11/21/2006  
Placement: Administrative  
Estimate Time:  
Continued Item: NO  
If Yes, date from:  
Vote Required: Majority

**TO:** Board of Supervisors  
**FROM:** Department Director(s) Susan Paul, Assistant CEO/HR Director  
Contact Info: Jeri Muth, Assistant HR Director CEO/HR 568-2816  
Theresa Duer, Deputy HR Director CEO/HR 568-2822  
**SUBJECT: Hearing to Adopt Recommended Changes to Certain Civil Service Rules for Managers and Executives**

**County Counsel Concurrence:**

As to form:  Yes  No  N/A

**Auditor-Controller Concurrence:**

As to form:  Yes  No  N/A

**Other Concurrence:** N/A

As to form:  Yes  No  N/A

**Recommended Action(s):**

That the Board of Supervisors:

Adopt a resolution amending Civil Service Rules I, III, IV, VII, IX, X, XI, XII, XV and adding Rule XX for managers allocated to Leadership Classifications to be effective upon allocation of managers into the new system.

**Summary:**

Staff recommends that the Board adopt these amendments, anticipating the allocation of managers into the new Leadership classifications in January 2007. The amendments support the County's Leadership Project – New Classification, Compensation and Performance Management System for executive and management employees.

**Background:**

On June 14, 2006, the Board of Supervisors approved moving forward with the Leadership Project for executive and management employees. The Board's action set into motion the implementation of new systems aligned with the Board's direction to create a customer-focused culture within Santa Barbara County government and its workforce. The new system is designed to connect employee performance and service delivery to pay.

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Over the last several months, CEO/Human Resources has worked closely with key stakeholder groups to develop revisions to the Civil Service Rules necessary to support the Leadership Project. Stakeholders involved in the rule revision project included an ad hoc committee of the Civil Service Commission, two separate management and executive management working groups, departmental human resources managers, and County Counsel.

To amend the Rules, the Civil Service Commission must hold two meetings, one of which must be a public hearing. The Commission held the required meetings on the subject and in a public hearing on October 19, 2006, unanimously supported the recommended rule changes and requested that CEO/Human Resources forward the changes to the Board for adoption. A letter from the Commission Chairman is attached. The Chairman’s letter also summarizes the amendments. A full copy of the proposed amendments is attached to this letter.

The proposed rule changes will allow the County to move forward on the full implementation of the Leadership Project and will be in effect upon allocation of executives and managers into the new system.

**Performance Measures:**

**Fiscal and Facilities Impacts:**

Budgeted:  Yes  No

**Fiscal Analysis:**

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ -

Narrative:

**Staffing Impact(s):**

**Legal Positions:**

NA

**FTEs:**

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**Special Instructions:**

Please return one copy of the signed Resolution to Susan Kean, Human Resources Department.

**Attachments:**

- A. Resolution of the Board of Supervisors – In the Matter of Amending Civil Service Rules I, III, IV, VII, IX, X, XI, XII, IV and Adding Rule XX
- B. Proposed Civil Service Rule Changes for Leadership Classifications
- C. Letter from Robert Donerson, Civil Service Commission Chair

**Authored by:** Susan Paul

**cc:** Civil Service Commission