

**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: 7/7/05
Department Name: Human Resources
Department No.: 064
Agenda Date: 7/19/05
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Susan Paul, Human Resources Director
STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822
SUBJECT: Reconciliation of Allocated Positions and Classification Studies

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution, effective September 26, 2005, to implement changes approved during fiscal year 2005-06 budget hearings as follows:

ESTABLISH JOB CLASSIFICATION

Housing Program Specialist, Senior (Class 0302), Range 5936 (\$4,685-\$5,719 per month)

HOUSING & COMMUNITY DEVELOPMENT (#0120)

Reclassify: 1.0 FTE Housing Program Specialist I/II (Class 0304/0305) to 1.0 FTE Housing Program Specialist, Senior (Class 0302)

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:

Housing and Community Development requested that Human Resources review one of its Housing Program Specialist positions as part of the budget process. As a result of this study, Human Resources is recommending the reestablishment of the Housing Program Specialist, Senior job classification. The duties assigned to this position clearly require a higher level of knowledge and abilities than the existing Housing Program Specialist I/II. Human Resources' salary recommendation is consistent with the compensation relationships of the existing Housing Program Specialist I/II and the relationship with the Planner series. This organizational change is limited to a single position within the Housing and Community Development department and should not create a ripple effect within the County.

The following was provided by the Housing and Community Development Department:

1. The reason for the organizational change that resulted in this request to allocate a position to the new Senior Housing Specialist classification was the recognition that one senior staff position was needed to be responsible for the regulatory compliance oversight and inter-jurisdictional coordination for the HUD HOME Investment Partnerships Program.
2. The impact the change in allocation will have on service levels to the public, other departments, or other organizations should be dramatic. There will now be a single point of contact for all issues relating to the HOME program.
3. Identify the impacts the change will have on overall productivity and efficiency in the department and how those impacts will be measured. A single point of contact for the HOME program will coordinate compliance with the fourteen federal regulatory overlays of the program. The impacts will be most discernable when measured through the HOME program Consolidated Plan Annual Performance and Evaluation Report that is presented to the public and to HUD each year in September.
4. The proposed change will impact the department's ability to adapt to future changes in workload or programs by increasing the efficiency and coordination of the departments response to changes.
5. The change should have only one direct effect on related classes in the department: One Housing Specialist I position dedicated to HOME program activity delivery will report directly to the Senior Housing Specialist. All other specialists will continue to report directly to the Division Manager. Another indirect effect is the increased opportunity for promotion within the department.
6. The County Administrator's office has reviewed and approved the organizational change and the resulting impacts.
7. For the remainder of the current fiscal year the impact will be an increase of approximately \$9,140. The increase for the next fiscal year will be approximately \$11, 860. This organizational change alters the classification of one existing staff position and, therefore, does not increase the overall number of staff. The increased cost will be absorbed within the department's current budget.

Special Instructions:

Please send one copy of the approved resolution to Sandra Viola, Human Resources Department.

CC: County Executive Officer
Housing & Community Development Director
SEIU, Local 620

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

IN THE MATTER OF AMENDING RESOLUTION)
NO. 05-196, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 05-196 established a Classification Plan, and authorized Departmental Position Allocation effective July 4, 2005; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 05-196, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 05-196, adopted by this Board on July 5, 2005, is hereby amended by amending that (those) portion(s) of Section(s) 2 and 4 to read as follows effective September 26, 2005:

SECTION 2. Job Classification Table

<u>JOB CLASS</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LIMIT</u>	<u>RATE MIN/MAX</u>	<u>OT ELIGIBLE</u>
<u>Establish:</u> 000302	HOUSING PROGRAM SPEC SR	5936	A-E	\$26,934-\$32,880	NO

SECTION 4. Departmental Position Allocation

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>HOUSING & COMM DEVELOPMENT (#0120)</u>				
Reclassify #1853	From: 000304 000305		003	HOUSING PROGRAM SPEC I OR HOUSING PROGRAM SPEC II
	To: 00302		001	HOUSING PROGRAM SPEC SR

2. Except as amended by this Resolution, Resolution No. 05-196 as amended, continues unchanged as in full force and effect.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this _____ day of _____, 2005, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNSEL
NOVEMBER 1993
9/27/05

By: _____ (SEAL)
Deputy Clerk