

**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:** 2/20/02  
**Department Name:** Agricultural Commissioner  
**Department No.:** 051  
**Agenda Date:** 3/12/02  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** William D. Gillette  
Agricultural Commissioner  
**STAFF CONTACT:** Elena Morelos  
5600  
**SUBJECT:** Change Full-time Office Assistant I/II to Part-time

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**Recommendation(s):**

That the Board of Supervisors:  
Adopt the resolution to change one full-time Office Assistant I/II position (Job Class 1700/1701, Range 388/412, \$1674 to \$2044 monthly/\$1887 to \$2304 monthly) to one part-time Office Assistant I/II (75%) effective March 18, 2002.

**Alignment with Board Strategic Plan:**

The recommendation is primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

**Executive Summary and Discussion:**

Based on a recent assessment of the clerical support needs of the department, this position does not need to be filled on a full-time basis. This position is currently vacant.

**Mandates and Service Levels:**

No Change

**Fiscal and Facilities Impacts:**

This change will result in a salary savings estimated to be \$9,300 annually.

**Special Instructions:**

Please send one copy of the approved resolution to Susan Kean, Personnel Department.

**Concurrence:**

County Administrator's Office