

**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:** 11/2/04  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 11/23/04  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**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

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**Recommendation(s):**

That the Board of Supervisors:

Adopt one resolution, effective November 22, 2004, as follows:

**ESTABLISH JOB CLASSIFICATIONS**

Risk Fiscal Administrator (Class 6694), Range 6514 (\$6,250-\$7,630 per month); and  
Risk Analyst Senior (Class 6684), Range 6124 (\$5,145-\$6,281 per month).

**DELETE JOB CLASSIFICATION:**

Risk Manager (Class 6695), Range 6594 (\$6,504-\$7,940 per month); and  
Risk Analyst Supervising (Class 6693), Range 6324 (\$5,685-\$6,940 per month).

**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 General Services Department requested that the Human Resources Department establish two new classifications as part of the final reorganization of the Workers' Compensation and General Liability Divisions. General Services has requested a Risk Fiscal Administrator classification, which will be responsible for managing the fiscal aspects of both the General Liability and the Workers' Compensation programs and will provide specialized insurance related financial analysis and management to these programs. As a result of the reorganization, General Services will no longer have a supervisory Risk Analyst. To help with the day-to-day assignment and review of work, General Services has requested the creation of a Risk Analyst, Senior that will serve as a leadworker and assist the Risk Program Administrator in overseeing the work of the Division. Human Resources' salary recommendation for the Risk Fiscal Administrator is based upon its similarity to the Risk Program Administrator. We are recommending that the salary for the Risk Analyst, Senior be set at 5% above the Risk Analyst, which is

consistent with our usual practice. As the Risk classifications are unique to the Risk Division in General Services there should be no ripple effect from this recommendation.

General Services will file a separate Board letter to add and delete positions.

Below we have included General Services' response to the seven questions requested by the Board Chair for new classifications.

1. Explain the reason for the organizational changes that resulted in this request to allocate positions to the new classification. The reason for this organizational change is to finalize and interim organizational change implemented over two years ago (September 24, 2002) in the Risk Management division.
2. Describe the impact the change in allocation will have on service levels to the public, other departments, or other organizations. There will not be an impact on service levels due to this change.
3. Identify the impacts the change will have on overall productivity and efficiency in the department and how those impacts will be measured. There will only be positive impacts because of this change. The Risk Management will operate as efficient, if not more efficient as it has been operating over the past two years. Also, having the Risk Analysts, Back to Work Coordinator and Safety Officer reporting to the same manager should improve our communication resulting in early return to work and injury prevention performance.
4. Explain how the proposed change will impact the department's ability to adapt to future changes in workload or programs. The Department's ability to adapt will be positive because the defined duties among staff would make the organization more effective. It will also develop a Risk Analyst as a potential (future) supervisor or Program Administrator.
5. Identify the effect the change will have on related classes in the department. This change will not affect related classes in the department.
6. Include a statement that indicates that the County Administrator's office has reviewed and approved the organizational change and the resulting impacts. The board approved the interim organizational changes on September 24, 2002 with the expectation of returning to the Board to make the final change.
7. Identify the fiscal impact of the request and funding sources for the current and future fiscal years and include a statement as to how any increased cost will be absorbed within the department's current budget. There are no increased costs because the dollars are already allocated in the current Fiscal Year 2004/05 budget.

**Special Instructions:**

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

CC: County Administrator  
General Services

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

**IN THE MATTER OF AMENDING RESOLUTION )  
NO. 04-190, AS AMENDED, BEING THE SALARY )  
RESOLUTION OF THE COUNTY OF SANTA BARBARA )**

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, Salary Resolution No. 04-190 established a Classification Plan, and authorized Departmental Position Allocation effective July 5, 2004; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 04-190, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 04-190, adopted by this Board on July 6, 2004, is hereby amended by amending that (those) portion(s) of Section(s) 2 to read as follows effective November 22, 2004:

**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>					
006694	RISK FISCAL ADMIN	6514	A-E	\$35.933-\$43.867	NO
006684	RISK ANALYST SR	6124	A-E	\$29.581-\$36.112	NO
<u>Delete:</u>					
006695	RISK MANAGER	6594	A-E	\$37.396-\$45.652	NO
006693	RISK ANALYST SUPERVISING	6324	A-E	\$32.684-\$39.901	NO

2. Except as amended by this Resolution, Resolution No. 04-190 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 \_\_\_\_\_, 2004, 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  
11/23/04

By: \_\_\_\_\_ (SEAL)  
Deputy Clerk