

**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: 06/2/06
Department Name: Human Resources
Department No.: 064
Agenda Date: 6/20/06
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Susan Paul, Assistant CEO/HR Director
STAFF CONTACT: Theresa Duer, Deputy HR Director
568-2822
SUBJECT: Establishing Job Classification

Recommendation(s):

That the Board of Supervisors:

Adopt a resolution effective June 19, 2006, as follows:

ESTABLISH JOB CLASSIFICATION

Computer Systems Specialist, Supervising (Class 2175), Range 6196 (\$5,333-\$6,511 per month)

REALLOCATE POSITIONS

PUBLIC HEALTH DEPARTMENT (5210)

Add: 1.0 FTE Computer Systems Specialist Supervising (Class 2175)

Delete .5 FTE Computer Systems Specialist I/II (Classes 2171/2174)

Delete .5 FTE Data Entry Operator (Class 2139)

Alignment with Board Strategic Plan:

The recommendations are primarily aligned with Goal No. 3. A Strong Professionally Managed County Organization.

Executive Summary and Discussion:

The CEO/Human Resources Department recommends the establishment of a classification to supervise departmental information technology units comprised of a large number of Computer Systems Specialist I/II's. The creation of the Computer Systems Specialist, Supervising classification will provide the technical supervision needed in the units and provides a career ladder for existing Computer Systems Specialists that does not currently exist. The Public Health Department and Sheriff-Coroner have expressed the need for this type of classification. The Public Health Department has provided the following information:

As the workforce becomes increasingly dependent on computer systems as a primary tool in the workplace it is important to have the operational aspects staffed with employees whose education, experience and training are directed for that work. The Public Health Department (PHD) and other departments feel the new classification of Computer Systems Specialist, Supervising will facilitate the recruitment and retention of staff whose background and work orientation are directed in the operations area. PHD is aware that several other large departments such as the Sheriff's Department are also in similar situations and will use this new classification. Computer operations in the departments depend on knowledgeable staff to direct and perform the support functions in a timely and proficient manner. By having a supervisory class directly tied to the specific work areas of the function supervised there will be a better tie into the IT needs of the departments.

As computer operations continue to evolve having a supervisory staff with specific backgrounds in operations allows planning and implementing changes to be smoother. Evaluating workloads by an operations oriented supervisor provides a more realistic assessment of needed resources to continue to operate at the most efficient level given the resources available.

In PHD this change will provide a promotional career path in the Computer Systems Specialist series, but otherwise will not overtly impact other IT classes. It is anticipated this career path will also exist in the departments who utilize the new classification.

Mandates and Service Levels:

No change in programs or service levels.

Fiscal Impact:

The County Executive Office has reviewed and approved this organizational change, which will result in the allocation of one position for PHD. It is estimated that recruiting and hiring will be completed at the beginning of FY 2006-07 so there is no change in costs for the remainder of FY 2005-06. Funding is a combination from the deletion of a 0.5 FTE Data Entry Operator, a 0.5 FTE Computer Systems Specialist I/II and Bioterrorist funds. Estimated increases in costs above existing allocations at step E is \$10,572.00 and has been planned for in the proposed budget.

Special Instructions:

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

CC: County Executive Officer
Public Health

**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 4, 2005, is hereby amended by amending that (those) portion(s) of Section(s) 2, and 4 read as follows effective June 19, 2006:

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>BARG UNIT</u>
<u>Establish:</u> 2175	COMPUTER SYSTEMS SPEC SUPV	6196	A-E	\$30.663-\$37.433	NO	25

SECTION 4. Departmental Position Allocation

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>TOTAL NO. POS.</u>	<u>TITLE</u>	<u>BARG UNIT</u>
<u>PUBLIC HEALTH (#5210)</u> Add 1 new	2175		001	COMPUTER SYSTEMS SPEC SUPV	25
Delete #9777	2139	.5	001	DATA ENTRY OPERATOR	23
Delete #9711	2171	.5	001	COMPUTER SYSTEMS SPEC I	25 OR
		.5		COMPUTER SYSTEMS SPEC II	25

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 _____, 2006, 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
6/20/06

By: _____ (SEAL)
Deputy Clerk