



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: County Counsel
Department No.: 013
For Agenda Of: 11/7/2023
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Rachel Van Mullem, County Counsel (805) 569-2950
Director(s)
Contact Info: Michelle Montez, Division Chief (805) 568-2950
SUBJECT: Exempt the Administrative Professional Position in the Office of County Counsel from the Civil Service System

County Council Concurrence

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- A. Adopt the At-Will Resolution in Attachment A exempting the Administrative Professional position in the Office of County Counsel from the County's Civil Service System by designating it as at-will effective November 13, 2023; and
- B. Determine that the above action is a government fiscal activity or funding mechanism which does not involve any commitment to any specific project which may result in potential physical impacts on the environment, and therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA guidelines.

Summary Text:

This item is on the agenda to request that, in accordance with Section 27-25 of the County Code, the Board of Supervisors exempt the Administrative Professional position in the Office of County Counsel from the County's Civil Service System and assign an "at-will" designation.

Background:

Positions in the Administrative Professional classification provide executives with secretarial and administrative support. These roles require the highest standard of confidentiality, professionalism,

institutional savvy, technical acumen, trustworthiness, and individual commitment and compatibility with the department’s director and other executives, coupled with the need for maximum flexibility in hiring and retention in this job classification. Across the County there are currently fourteen (14) Administrative Professionals of which thirteen (13) are designated “at-will” and are exempt from the County’s Civil Service system.

In the Office of County Counsel, the Administrative Professional will be assigned duties commensurate with the job classification with an emphasis on assisting the County Counsel and Chief Assistant County Counsel with preparation of confidential documents, drafting preliminary assessments of incoming materials for referral and delegation within the Office, producing finished documents from notes, meetings or oral instruction, and compiling and maintaining confidential and sensitive materials. The position will also be the primary contact for any communication for or with the County Counsel and the Chief Assistant County Counsel. As a result, this specific position will require the highest degree of discretion, confidentiality, professionalism and trustworthiness as it supports the County Counsel and Chief Assistant Counsel. For these reasons, an at-will designation is necessary and consistent with other positions performing similar assignments.

Fiscal and Facilities Impacts:

Budgeted: Yes **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: There is no fiscal impact created from designating a legal position as at-will. The Office of County Counsel has administratively reclassified an existing position pursuant to Resolution #99-486 which is being funded within existing budgetary resources for Fiscal Year 23-24.

Staffing Impacts:

Legal Positions:

FTEs:

There is no staffing impact created from designating a legal position as at-will.

Special Instructions:

Please send one (1) copy of the minute order as well as one (1) copy of the fully-executed At-Will Resolution to Tracy Rogers, Workforce Planning Analyst, Human Resources Department at trogers@countyofsb.org

Attachments:

Attachment A: At-Will Resolution

Authored by: Michelle Montez, Division Chief

cc: Mona Miyasato, County Executive Officer
Maria Elena de Guevara, Human Resources Director