

**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:** 11/13/03  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 11/25/03  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Scott Ullery  
Deputy County Administrator

**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 24, 2003, to implement changes approved during fiscal year 2003-04 budget hearings as follows:

ESTABLISH JOB CLASSIFICATION

Staff Nurse, Supervising (Class 007104), Range 5876 (\$4,531-\$5,531 per month).

PUBLIC HEALTH (#5210)

Reclassify: 4.0 FTE Staff Nurse, Senior (Class 007101), Range 5776 (\$4,325-\$5,280 per month) to Staff Nurse, Supervising (Class 007104), Range 5876 (\$4,531-\$5,531 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 Public Health Department requested that the Human Resources Department establish a new classification of Staff Nurse, Supervising and reclassify four Staff Nurse, Senior positions to the new classification. The new classification recognizes the full supervisory responsibilities that have been assigned to four of the six Staff Staff Nurse, Senior positions. The current Staff Nurse, Senior classification cannot be deleted because the Public Health Department continues to assign lead-worker responsibilities associated with the Staff Nurse, Senior classification to two positions.

The salary recommendation for the Staff Nurse, Supervising class is based upon external job market survey data and internal comparisons. The Human Resources Department does not foresee any compensation or classification ripple effects from these recommendations.

Below we have included the Public Health Department’s response to the seven questions requested by the Board Chair for classification modifications.

- 1) The four Staff Nurse Senior positions assigned to the regional clinics function in a full supervisory capacity that has evolved from what was intended when the Staff Nurse Senior job description was established in 1989. This change better identifies and describes the supervisory role the four incumbents play in the operations of the regional clinics.
- 2) Since there is no change in duties and responsibilities attending this change, there will be no impact on service levels to the public, other departments, or other organizations.
- 3) It will better delineate the role of the four incumbents as supervisors in their respective clinics.
- 4) By clearly and accurately identifying these four jobs as supervisors it allows the regional clinics to better evaluate primary care changes in staffing, service, and supervisory recognition within the clinic structure.
- 5) It provides a better differentiation for promotional opportunities to true supervising positions.
- 6) This change was reviewed and approved by the County Administrator’s office during budget meetings in Spring 2003. The County Administrator’s office was also notified of the pending change in November of 2003.
- 7) This action will not increase the General Fund contribution or use of Special Revenue funds for the Public Health Department. There will also be no projected impact to the department’s indirect costs or use of A87 Plan overhead. These actions are intended to be cost neutral and will not create any new costs for the department’s adopted FY 02-03 budget.

The cost for the increase for four (4) Staff Nurse, Senior, positions to be reclassified to Staff Nurse, Supervising, positions conversion projected to be approximately \$16,125 annually. The funding comes from a mixture of general fund, Medi-Cal, Medicare, Healthy Families, and State Realignment funds, as detailed in the table below.

Source	Percentage	Amount
General Fund & Realignment	8.0	\$ 1,290
Governmental and Self-Pay	92.0	14,835
Total	100.0	\$16,125

**Mandates and Service Levels:**

No change

**Fiscal and Facilities Impacts:**

The fiscal impact is identified in #7 above.

**Special Instructions:**

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

CC: County Administrator  
Roger Heroux, Public Health  
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. 03-210, AS AMENDED, BEING THE SALARY )  
RESOLUTION OF THE COUNTY OF SANTA BARBARA )

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

WHEREAS, Salary Resolution No. 03-210 established a Classification Plan, and authorized Departmental Position Allocation effective July 7, 2003; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 03-210, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 03-210, adopted by this Board on July 8, 2003, is hereby amended by amending that (those) portion(s) of Section(s) 2, and 4 to read as follows effective November 24, 2003:

**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> 007104	STAFF NURSE SUPERVISING	5876	A-E	\$26.139-\$31.910	NO

**SECTION 4. Departmental Position Allocation**

<u>DEPARTMENT/BUDGET UNIT</u>	<u>ACTION/AFFECTED POSITION #</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
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**PUBLIC HEALTH (#5210)**

Reclass 940, 3136, 3548, 3687

From:	007101	001		STAFF NURSE SENIOR
To:	007104	004		STAFF NURSE SUPERVISING

2. Except as amended by this Resolution, Resolution No. 03-210 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 \_\_\_\_\_, 2003, 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  
11/25/03

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