

# 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:** 8/3/06  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 8/15/06  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Susan Paul, Assistant CEO/HR Director  
Human Resources Department

**STAFF CONTACT:** Melissa Grisales, Assistant Human Resources Director  
568-2819

**SUBJECT:** Establishing Special Duty Pay in the Clerk-Recorder-Assessor's Office

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## **Recommendation(s):**

That the Board of Supervisors:

1. Adopt the attached Personnel Resolution effective August 14, 2006 to authorize a 5, 10, or 15 percent Special Duty allowance for employees in two single-position classifications in the Elections Division of the County Clerk Recorder Assessor's Department – Elections Division Manager (class 006514; position 10199) and Management Specialist T (class 005023; position 9218).
2. Authorize the County Register of Voters (County Clerk Recorder Assessor) to approve special duty pay for up to six pay periods (including the pay period of the election) leading into an election and 2 pay periods following the election at a rate of 5, 10, or 15 percent based upon the scope and magnitude of the election to be conducted.

## **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 County Clerk Recorder Assessor requested and CEO/Human Resources is recommending that two positions in the Elections Division be eligible for special duty pay. The allowance for the Elections Division Manager and Management Specialist T would vary depending upon the type of election and its complexity. As a generalization, the department would allow approximately 15 percent for presidential elections, 10 percent for statewide/countywide elections and 5 percent for local district elections.

Neither position is eligible for overtime. During election cycles these individuals work extraordinary amounts of time to ensure the accuracy and timeliness of each election. For example, the County Clerk Recorder Assessor estimates that the employees have worked 450 and 700 extra hours since the beginning of the year.

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

The County Clerk Recorder Assessor estimates the cost would range from \$3,000 to \$5,000 per election. In Fiscal Year 2006-07, the department expects the cost would be \$5,000 based on one remaining scheduled countywide election. The estimated cost for Fiscal Year 2007-08 is \$11,000 based on two scheduled elections (UDEL and a Primary)

**Special Instructions:**

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

CC: County Executive Officer  
County Clerk Recorder Assessor  
Auditor-Controller  
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. 06-206 AS AMENDED, BEING THE SALARY )  
RESOLUTION OF THE COUNTY OF SANTA BARBARA )**

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

WHEREAS, Salary Resolution No. 06-206 established a Classification Plan, and authorized Departmental Position Allocation effective July 3, 2006; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 06-206, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 06-206, adopted by this Board on July 3, 2006, is hereby amended by amending that (those) portion(s) of Section(s) 7 read as follows effective August 14, 2006:

ALLOWANCES -- The following allowances shall be paid only upon the written certification by the Department Head to the Assistant CEO/Human Resources Director of the names of the eligible employees.

- e. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of five, ten or fifteen percent (5%, 10%, or 15%) of the basic salary assigned to the classification. The number of employees assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u>	<u>Classification Title</u>	<u>Maximum No. of Employees Authorized</u>
Clerk-Recorder-Assessor	Elections Division Manager	1
Clerk-Recorder-Assessor	Management Specialist T	1

2. Except as amended by this Resolution, Resolution No. 06-206 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  
8/15/06

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