

**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: 6/27/01
Department Name: Human Resources
Department No.: 064
Agenda Date: 7/9/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ann Goodrich, Director
Human Resources Department

STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822

SUBJECT: Reconciliation of Allocated Positions and Classification Study

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution effective July 8, 2002, as follows:

- A. DELETE JOB CLASSIFICATION
Welfare Fraud Program Manager (Class 7723), Range 599 (\$4,812-\$5,875 per month).

REALLOCATE POSITIONS

Reallocate the following positions from Budget Unit 4393 Treasurer-Affordable Housing to Budget Unit 0100 General County Programs:

- 1.0 FTE Accountant III (Class 0016), Range 556 (\$3,883-\$4,741 per month);
- 1.0 FTE Executive Secretary-R (Class 3421), Range 513 (\$3,134-\$3,826 per month);
- 1.0 FTE Housing Program Specialist Supervisor (Class 0309), Range 611 (\$5,109-\$6,237 per month);
- 1.0 FTE Housing Program Manager (Class 0303), Range 645 (\$6,053-\$7,390 per month);
- 3.0 FTE Housing Program Specialist I/II (Class 0304/0305), Range 521/551 (\$3,261-\$3,982/\$3,788-\$4,624 per month).

THIRD DISTRICT BOARD OF SUPERVISORS (#0230)

Delete: 1.0 FTE Administrative Secretary-Restricted (Class 0237) Range 475 (\$2,593-\$3,165 per month);

Add: 1.0 FTE Board of Supervisors Administrative Assistant I/II (Class 1350/1351), Range 527/562 (\$3,360-\$4,102/\$4,001-\$4,885 per month).

PUBLIC WORKS-SURVEYOR (#1615)

Add: 1.0 FTE Mapping Technician I/II (Class 5036/5037), Range 483/503 (\$2,698-\$3,294/\$2,981-\$3,640 per month).

FIRE (#3710)

Reallocate: .5 FTE Computer Systems Specialist I/II (Class 2171/2174) Range 545/575 (\$3,676-\$4,488 per month/ \$4,269-\$5,212) to 1.0 FTE Computer Systems Specialist I/II.

PUBLIC HEALTH (#5210)

Reclassify: 1.0 FTE Health Educator (Class 3910) Range 537 (\$3,532-\$4,312 per month) to 1.0 FTE Health Care Services Program Administrator (Class 3940) Range 580 (\$4,377-\$5,344).

ALCOHOL, DRUG & MENTAL HEALTH SERVICES (#5250)

Reclassify: 1.0 FTE EDP Systems & Programming Analyst II (Class 2553) Range 603 (\$4,909-\$5,993 per month) to 1.0 FTE EDP Systems & Programming Analyst Senior (Class 2556) Range 613 (\$5,160-\$6,300).

Reallocate: 1.0 FTE EDP Systems & Programming Analyst II (Class 2553) to 1.0 FTE EDP Systems Programming Analyst I/II (Class 2550/2553) Range 583/603 (\$4,443-\$5,424/\$4,909-\$5,993).

Delete: 1.0 FTE Computer Systems Specialist I/II (Class 2171/2174) Range 545/575 (\$3,676-\$4,488/\$4,269-\$5,212 per month).

Add: .5 FTE Data Entry Operator (Class 2139), Range 430 (\$1,036-\$1,264 per month).

Add: 1.0 FTE EDP Systems Programming Analyst I/II (Class 2550/2553) Range 583/603 (\$4,443-\$5,424/\$4,909-\$5,993).

Delete: .75 FTE Mental Health Assistant (Class 5160), Range 428 (\$1,538-\$1,878 per month).

Add: .75 FTE Mental Health Case Worker (Class 5155), Range 488 (\$2,766-\$3,377 per month).

Add: 1.0 FTE Psychiatric Nurse I/II (Class 6147/6148) Range 545/555 (\$3,676-\$4,488/3,864-\$4,717 per month).

Add: 1.0 FTE Mental Health Program Manager (Class 5183) Range 618 (\$5,291-\$6,459 per month).

B. RETITLE JOB CLASSIFICATIONS:

Word Processor I (Class 7751), Range 441 (\$2,188-\$2,672 per month) to Publications Assistant I; Word Processor II (Class 7752), Range 452 (\$2,312-\$2,822 per month) to Publications Assistant II; Word Processor I-Restricted (Class 7753), Range 450 (\$2,289-\$2,794 per month) to Publications Assistant I-Restricted; and, Word Processor II-Restricted (Class 7754), Range 461 (\$2,418-\$2,952 per month) to Publications Assistant II-Restricted.

C. SALARY CHANGES:

Clinical Lab Scientist (Class 1736), Range 531 (\$3,428-\$4,185 per month) to Range 567 (\$4,102-\$5,008 per month);

Clinical Lab Scientist, Senior (Class 1748), Range 551 (\$3,788-\$4,624 per month) to Range 587 (\$4,533-\$5,533 per month);

Health Services Lab Supervisor (Class 3935), Range 581 (\$4,399-\$5,370 per month) to Range 628 (\$5,561-\$6,789 per month);

Public Health Microbiologist (Class 6300), Range 531 (\$3,428-\$4,185 per month) to Range 553 (\$3,826-\$4,670 per month);

Public Health Microbiologist, Senior (6303), Range 551 (\$3,788-\$4,624 per month) to Range 587 (\$4,533-\$5,533 per month); and,

Public Health Lab Supervisor (Class 6290), Range 584 (\$4,465-\$5,451 per month) to Range 628 (\$5,561-\$6,789 per month).

- D. ESTABLISH JOB CLASSIFICATIONS:
 Staff Physician I (Class 7102), Range 699 (\$9,674 per month);
 Staff Physician II (Class 7103), Range 709 (\$10,169 per month);
 Supervising Physician (Class 7319), Range 721 (\$10,796 per month).

PERCENT OF FULL TIME EQUIVALENT

Amend the percent of full time equivalent table to include the following:

<u>Percent Of Full-Time</u>	<u>Time</u>	<u>Hours Per Pay Period</u>
.900	9/10	72

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

A. Executive Summary and Discussion:

This action adds and deletes positions recommended by the County Administrator during the budget process and classified by the Human Resources Department. These positions are funded in the adopted budget.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

The fiscal impact is identified in the adopted budget.

B. Executive Summary and Discussion:

Upon surveying other counties with similar classifications, it was determined that the title of Word Processor I/II did not accurately describe the job performed. With increased technology, it was determined that the title of Publications Assistant I/II more accurately defines the classification.

Mandates and Service Levels:

No change.

Fiscal Impact:

There will be no fiscal impact as a result of the title change from Word Processor I/II and Word Processor I/II-Restricted to Publications Assistant I/II and Publications Assistant I/II-Restricted.

C. Executive Summary and Discussion:

At the request of the Public Health Department and with approval from the County Administrator's Office, the Human Resources Department conducted a salary survey for licensed laboratory staff in both the Clinical and Public Health Labs. Human Resources surveyed a wide variety of comparable classes from other jurisdictions. The survey indicated that the County was significantly behind the market for these positions. This survey affects the following classifications:

Public Health Microbiologist

Public Health Microbiologist, Senior

Public Health Laboratory Supervisor
Clinical Laboratory Scientist, Senior

Clinical Laboratory Scientist
Health Services Laboratory Supervisor

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

The following information was provided by Public Health:

The proposed salary classification change recommendations affect 11 Public Health Department positions in two programs: 4.5 positions in the Public Health Laboratory and 6.5 positions in the Clinical Laboratory. The estimated annual cost increase is \$63,900 for the Public Health Laboratory and \$89,100 for the Clinical Laboratory. These increases are not included in the Adopted FY 2002-2003 Budget. Funding for the Public Health Laboratory comes from the United States Center for Disease Control from supplemental funding for new public health bioterrorism preparedness, and funding for the Clinical Laboratory comes from state and federal patient fee sources and growth in state realignment. Implementing these position changes will result in increasing the Public Health Department's Disease Control and Prevention cost center displayed on page D-176 for 2002-2003 fiscal year budget from \$2,141,433 to \$2,205,333, and the Clinical Labs cost center displayed on page D-170 from \$1,379,027 to \$1,468,127.

A budget revision will be prepared by the Public Health Department to amend the adopted FY 2002-2003 budget upon acceptance by your Board.

D. Executive Summary and Discussion:

For many years, the Public Health Department has contracted with a variety of doctors for physician services. However, the need for physician services is regular and ongoing, and therefore Human Resources and County Counsel have recommended that these contracts be converted to regular positions. To facilitate this conversion, staff recommends the creation of the classifications of Staff Physician I/II and Supervising Physician. By separate agenda item, the Public Health Department is requesting allocation of regular positions and inclusion of the contractors into the County's civil service system.

Mandates and Service Levels:

No change.

Fiscal Impact:

There will be no fiscal impact as a result of creating job classifications or in the amendment of the percent of full time equivalency table.

Special Instructions:

Please send one copy of the approved resolution to Susan Kean, Human Resources Department.

CC: County Administrator
Affected Department Heads
Affected Employee Organizations

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

IN THE MATTER OF AMENDING RESOLUTION)
NO. 02-234, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 02-234 established a Classification Plan, and authorized Departmental Position Allocation effective June 24, 2002; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 02-234, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 02-234, adopted by this Board on June 25, 2002, is hereby amended by amending that (those) portion(s) of Section(s) 2, and 4 to read as follows effective July 8, 2002:

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>Change:</u>					
001736	CLINICAL LAB SCIENTIST	567	A-E	\$23.587-\$28.795	YES
001748	CLINICAL LAB SCIENTIST SR	587	A-E	\$26.061-\$31.815	YES
003935	HEALTH SERVICES LAB SUPV	628	A-E	\$31.974-\$39.034	NO
006290	PUBLIC HEALTH LAB SUPV	628	A-E	\$31.974-\$39.034	NO
006300	PUBLIC HEATHLH MICROB	553	A-E	\$21.996-\$26.853	YES
006303	PUBLIC HEALTH MICROB SR	587	A-E	\$26.061-\$31.815	YES
007751	PUBLICATIONS ASST I	441	A-E	\$12.582-\$15.360	YES
007752	PUBLICATIONS ASST II	452	A-E	\$13.292-\$16.226	YES
007753	PUBLICATIONS ASST I-R	450	A-E	\$13.160-\$16.065	YES
007754	PUBLICATIONS ASST II-R	461	A-E	\$13.902-\$16.971	YES
<u>Delete:</u>					
007723	WELFARE FRAUD PROG MGR	599	A-E	\$27.669-\$33.778	NO
<u>Add:</u>					
007102	STAFF PHYSICIAN I	699	E	\$55.621	NO
007103	STAFF PHYSICIAN II	709	E	\$58.465	NO
007319	SUPERVISING PHYSICIAN	721	E	\$62.071	NO

SECTION 4. Departmental Position Allocation

Addition to Percent of Full-Time Equivalency Table:

<u>Percent Of Full-Time</u>	<u>Time</u>	<u>Hours Per Pay Period</u>
.900	9/10	72

DEPARTMENT/BUDGET UNIT

<u>ACTION/AFFECTED POSITION #</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>FROM: TREASURER-AFFORDABLE HOUSING (#4393)</u>				
<u>TO: GENERAL COUNTY PROGRAMS (#0100)</u>				
1266	000016		001	ACCOUNTANT III
2848	003421		001	EXECUTIVE SECRETARY-R
8138	000309		001	HOUSING PRGM SPEC SUPV
555	000303		001	HOUSING PROGRAM MANAGER
5702,1853,7163	000304 000305		003	HOUSING PROGRAM SPEC I OR HOUSING PROGRAM SPEC II

BOARD OF SUPERVISORS
3RD DISTRICT (#0230)

Reclass 7489 From: 000237 000 ADMIN SECRETARY-RES
To: 001350 002 BOS ADMIN ASST I OR
001351 BOS ADMIN ASST II

PUBLIC WORKS-
ADMINISTRATION (#1610)

Add 1 new 005036 002 MAPPING TECHNICIAN I OR
005037 MAPPING TECHNICIAN II

FIRE (#3710)

Reallocate 8043 From: 002171 50% 000 COMPUTER SYSTEMS SPEC I OR
002174 COMPUTER SYSTEMS SPEC II
To: 002171 002 COMPUTER SYSTEMS SPEC I OR
002174 COMPUTER SYSTEMS SPEC II

PUBLIC HEALTH (#5210)

Reclass 2232 From: 003910 005 HEALTH EDUCATOR
To: 003940 003 HCS PROGRAM ADMIN

ALCOHOL, DRUG, & MENTAL
HEALTH SERVICES (#5250)

Delete #7861 002171 004 COMPUTER SYSTEMS SPEC I OR
002174 COMPUTER SYSTEMS SPEC II
Add 1 new 002139 50% 002 DATA ENTRY OPERATOR
Reclass 2510 From: 002553 001 EDP SYS & PROG ANLST II
To: 002556 001 EDP SYS & PROG ANLST SR
Reallocate 1173 From: 002553 000 EDP SYS & PROG ANLST II
To: 002550 001 EDP SYS & PROG ANLST I OR
002553 EDP SYS & PROG ANLST II
Add 1 new 002550 002 EDP SYS & PROG ANLST I OR
002553 EDP SYS & PROG ANLST II
Delete #5925 005160 75% 000 MENTAL HEALTH ASSIST
Add 1 new 005155 75% 001 MENTAL HEALTH CASE WORKER
Add 1 new 006147 013 PSYCHIATRIC NURSE I OR
006148 PSYCHIATRIC NURSE II
Add 1 new 005183 011 MENTAL HEALTH PROGRAM MGR

2. Except as amended by this Resolution, Resolution No. 02-234 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 _____, 2002, 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
7/9/02

By: _____(SEAL)
Deputy Clerk