

**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: 2/5/03
Department Name: Human Resources
Department No.: 064
Agenda Date: 2/18/03
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: Classification Study

Recommendation(s):

That the Board of Supervisors:

Adopt two resolutions effective February 17, 2003 as follows:

- A. ESTABLISH JOB CLASSIFICATION
Sheriff's Correction Commander (Class 006896), Range 6458 (\$6,057-\$7,394 per month).
- B. ESTABLISH JOB CLASSIFICATION
Project Manager-Tax System Integration (Class 006105), Range 6430 (\$5,973 - \$7,291 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:

- A. The Sheriff-Coroner requested and the Human Resources Department is recommending establishment of a specialized management class to supervise the corrections and administrative activities of a custody operations division within the Sheriff's Department. Currently, employees in the corrections officer series can only promote up to the class of Sheriff's Correction Lieutenant because the custody operations division is managed by Sheriff's Commanders, a class that is part of the deputy series. This recommendation would remove the custody operation responsibilities from the current classification of Sheriff's Commander and reassign them to the new classification of Sheriff's Correction Commander. Incumbents in the new class are expected to have advanced knowledge of departmental and general

detention facility policies and procedures, a body of knowledge that the Sheriff's Department believes has become complex enough to warrant specialization within the department.

The establishment of the new class will extend the corrections career ladder. Currently, the career ladder ends at the rank of Sheriff's Correction Lieutenant. It does not change the deputy career ladder although it will reduce the number of management positions available to deputies. In a separate letter, the Sheriff-Coroner will request the deletion of one vacant Sheriff's Commander position and the addition of one Sheriff's Correction Officer Commander position. There will be no change to the department's total number of positions.

The proposed salary of the new classification is 14 percent higher than the Sheriff's Correction Lieutenant, the highest class that it supervises in the corrections occupation. This is the same salary relationship we currently have between the Sheriff's Commander and the highest class that it supervises, Sheriff's Lieutenant in the deputy occupation. This recommendation should not be construed to mean that the salary relationships in both occupations must remain constant, since in the future, other factors such as the available labor market may impact salaries for one occupation more than another.

- B. The County Clerk-Recorder-Assessor requested and the Human Resources Department is recommending establishment of a new classification in the project manager class series, Project Manager-System Integration. The Project Manager-Tax System Integration will focus on coordinating, integrating, and interfacing the various property tax related computer programs/systems/processes for the Assessor, Tax Collector, and Auditor-Controller Departments.

The duties assigned to the position meet the definition of a project manager in that the incumbent will be expected to lead and direct a multi-disciplinary team completing a specialized and highly technical, time-limited project with high fiscal impacts, extensive involvement with multiple departments and other governmental organizations. The Project Manager-Tax System Integration requires knowledge and skills that are distinct from the other project manager classifications, such as interpreting complex government code pertaining to Assessor, Tax Collector and Auditor-Controller Departments and coordinating the integration and interface of code requirements and process improvements in software design. In the opinion of the County Clerk-Recorder-Assessor, the duties could not be assigned to a manager in another classification in the department because they are too large and complex and the consequence of error is too great to expect an employee to successfully accomplish them AND other regular operational responsibilities.

The proposed salary of the new classification is set in relationship to other project manager and professional administrative classifications. The salary was not set in relationship to data processing classifications given that the programming and system analytical skills are not required.

Mandates and Service Levels:

A-B. No change.

Fiscal and Facilities Impacts:

- A. There is no fiscal impact associated with the establishment of a classification. Since this action replaces a higher paid classification with one at a lower salary, the Sheriff Department's letter will identify the

cost savings associated with the addition of a Sheriff's Correction Commander position and the deletion of the Sheriff's Commander position.

- B. There is no fiscal impact associated with the establishment of a classification. In a separate letter, the County Clerk-Recorder-Assessor will request the addition of a Project Manager-Tax System Integration position and the deletion of an Appraiser I/II/III position. The County Clerk Recorder-Assessor's letter will also address the fiscal impact of the change in allocation.

Special Instructions:

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

CC: County Administrator
Sheriff's Manager Assoc
Sheriff Department
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. 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 to read as follows effective February 17, 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>Add:</u> 006896	SHERIFFS CORR COMMANDER	6458	A-E	\$34.943-\$42.658	NO

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 _____, 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
2/18/03

By: _____ (SEAL)
Deputy Clerk

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<u>Add:</u> 006105	PM-TAX SYS INTEGRATION	6430	A-E	\$34.458-\$42.066	NO

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AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

APPROVED AS TO FORM:
STEPHEN SHANE STARK
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Deputy Clerk