



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: CEO
Department No.: 012
For Agenda Of: July 7, 2015
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Jeri Muth, Human Resources Director, 568-2816
Director(s)
Contact Info: Theresa Duer, Assistant HR Director, 568-2822

SUBJECT: Reconciliation of Allocated Positions

Recommended Actions: That the Board of Supervisors:

1. Adopt a Resolution (Attachment A) effective July 6, 2015 that updates changes to department position allocations corresponding to the Fiscal Year 2015-2016 Recommended Budget approved by the Board of Supervisors on June 10, 2015 including changes approved by the County Executive Officer in the Fiscal Year 2014-2015 pursuant to Board Resolution 99-486, as shown in Attachment B; and
2. Adopt a Resolution (Attachment C) effective July 6, 2015 to designate Position No. 1884, Administrative Professional for the Public Works Director, exempt from the Civil Service System; and
3. Determine that this action is exempt from the California Environmental Quality Act (CEQA) review as it is not a project pursuant to CEQA Guidelines Section 15378 (b) (2).

Summary Text:

Human Resources is recommending actions to update the master Classification and Salary Plan, as required by Section 27-17 of the County Code. The actions in this report reflect the addition and deletion of certain positions occurring administratively during Fiscal Year 2014-2015 as well as those contained in the baseline budgets of departments in the Fiscal Year 2015-2016 Budget and positions added by the Board at the Budget Hearings or through the CEO's Recommended expansions.

This action will update the County's master Classification and Salary Plan to:

Attachment A:

Adds additional position changes for Fiscal Year 2015-2016 that were approved during the recent budget hearings and classified by Human Resources;

Attachment B:

Lists the position changes requested by departments and approved by the County Executive Officer during Fiscal Year 2014-2015 from June 9 – June 25. (Changes approved by the County Executive Officer during Fiscal Year 2014-2015 from July 1 – June 8 were included in an earlier Board letter and resolution). These amendments conform to Board Resolution 99-486 which delegates authority to the County Executive Officer to administratively approve such position changes throughout the year when they do not result in a change in a department's budget or a net change in the number of allocated department positions and do not exceed 10% of the total authorized positions within a department during a fiscal year. The Resolution also requires Human Resources to annually bring such administrative changes to the Board of Supervisors for review and approval.

Attachment C:

Designates Position No.1884, Administrative Professional for the Public Works Director, exempt from the Civil Service System. This position provides confidential secretarial services to the Public Works Director. This action is aligned with previous Board actions exempting executive secretary positions from the Civil Service System.

Fiscal and Facilities Impacts:

There is no fiscal impact of this action, which is updating the master Classification and Salary Plan to reflect department position changes occurring in Fiscal Year 2014-2015, allocating positions considered and approved by the Board of Supervisors during the Fiscal Year 2015-2016 Budget on June 10, 2015, and designating a specific position as exempt from the Civil Service System.

Special Instructions:

Please return one copy of each of the approved and signed resolutions to Maya Barraza in Human Resources.

Attachments:

Attachment A – Salary Resolution

Attachment B – Department Position Allocation Changes Approved by CEO 2014-2015

Attachment C – Resolution Designating Position as Exempt from Civil Service System

Authored by: Maya Barraza