

**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:** 11/22/04  
**Department Name:** Clerk-Recorder-Assessor  
**Department No.:** 062  
**Agenda Date:** 12/7/04  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** Joseph E. Holland  
Clerk-Recorder-Assessor  
**STAFF CONTACT:** Jimbo McClure  
2574  
**SUBJECT:** Unfunded Positions

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**Recommendation(s):**

**That the Board of Supervisors:**

Adopt one resolution effective December 6, 2004 as follows:

CLERK-RECORDER-ASSESSOR (#0440)

Add: 4 (4.0 FTE) unfunded positions:

- (1) Elections Assistant, (Class 3005), Range 4676 (\$2,499 – \$3,050/month)
- (1) Office Assistant Senior, (Class 1702), Range 4536 (\$2,330 - \$2,845/month)
- (2) Appraiser Aide, (Class 0509), Range 4476 (\$2,262 – \$2,761/month)

**Alignment with Board Strategic Plan:** An Efficient Government Able to Anticipate and Respond Effectively to the Needs of the Community and a Strong Professionally Managed County Organization

**Executive Summary and Discussion:** Based upon an analysis of our use of extra help it has become apparent that, at least, four of the positions should be converted to permanent based upon a continuing need/level of business in the areas they are currently employed.

The Elections Assistant will also be located in our Elections Division. The individual assigned to this position would supervise the poll operations unit. He/she would oversee poll worker recruitment and scheduling; poll worker training; precinct worker manual production; precinct supply acquisition, distribution, and refurbishing; the Election Information Management System software that pertains to precinct officer operations; site survey updates (these surveys provide pertinent data about each vote canter); precinct accessibility for disabled voters; fields supervisor recruitment and operation; and the administrative

oversight. During an election, this individual would supervise two permanent employees, up to 7 extra help personnel, 20 field supervisors and more than 1600 poll workers.

The Office Assistant, Sr. position will be responsible for recruiting the roughly 1600 poll workers needed to ensure all of our precincts (254 polling places) are appropriately staffed. This includes interfacing with organizations that wish to "Adopt a Poll". Given the changing demographics of interested personnel, the increased complexity of our elections systems and the increased focus on the elections process it is becoming much more challenging and time consuming to maintain an adequate pool of qualified and interested personnel. Following election certification, and prior to the next elections cycle, the individual filling this position will be assigned to assist in voter registration and voter and candidate services which are year round operations. The position is currently filled with an extra help person who has worked for us on and off for many years.

The two Appraiser Aide positions will be located in our Assessor Division. One position will be located in Business & Minerals section and the other in Real Property section. These positions will assist with closing the role in a timely manner and will be responsible in each section for assisting the appraisal staff with reading and reviewing building plans; basic calculations such as square footage and property base year values; measure and prepare scale drawings of improvements; assisting in routine field evaluation such as lien date checks, field checks, collection of data, conversations with taxpayers; assist in organization of the work for valuation and assessment appeals; gather data for Williamson Act properties and process annual agricultural preserve returns. Prepare correspondence and reports; input, access and analyze data using a computer; composes letters and correspondence to taxpayers regarding inquiries; help provide assistance with mobile home appraisals and paperwork.

Each of these positions is currently filled with extra help staff who has been working for us on and off for many years.

**Mandates and Service Levels:** This will enhance service levels by providing greater stability and consistency.

**Fiscal and Facilities Impacts:** The cost for these four positions will be about \$4,301 for FY 04-05 and \$111,826 for FY 05-06 if filled the entire time. The cost for these positions will be funded through savings in extra help/temp agency cost and salary savings from turnover. There are no facilities impacts associated with this request.

**Special Instructions:** Please provide signed copy to:

1. Dana Bentley, Clerk-Recorder-Assessor
2. Sandra Viola, Human Resources

**Concurrence: Human Resources  
County Administrator**

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

IN THE MATTER OF AMENDING RESOLUTION )  
NO. 04-190, AS AMENDED, BEING THE SALARY )  
RESOLUTION OF THE COUNTY OF SANTA BARBARA )

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

WHEREAS, Salary Resolution No. 04-190 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. 04-190, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 04-190, adopted by this Board on July 6, 2004, is hereby amended by amending that (those) portion(s) of Section(s) 4 to read as follows effective December 7, 2004:

**SECTION 4. Departmental Position Allocation**  
**DEPARTMENT/BUDGET UNIT**

<u>ACTION/AFFECTED POSITION #</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<b><u>CLERK-RECORDER-ASSESSOR (#0440)</u></b>				
Add 2 New	0509		3	Appraiser Aide
Add 1 New	1702		3	Office Assistant, Sr.
Add 1 New	3005		4	Elections Assistant

2. Except as amended by this Resolution, Resolution No. 04-190 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 \_\_\_\_\_, 2004, 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  
08/17/04

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