

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: 8/4/04
Department Name: Clerk-Recorder-Assessor
Department No.: 062
Agenda Date: 8/17/04
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Joe Holland
Clerk-Recorder-Assessor

STAFF CONTACT: Jimbo McClure
2574

SUBJECT: Legal Document Specialist Training Positions

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution effective August 16, 2004 as follows:

CLERK-RECORDER-ASSESSOR (#0440)

Add: 2 (2.0 FTE) unfunded Legal Document Specialist I/II/III, (Classes 004651, 004652, 004653), Ranges 4536, 4666, 4826, (\$2,330 – \$2,845, \$2,486 – \$3,035, \$2,693 – \$3,288/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: Over the last year we have had a significant increase in Workers Compensation Claims in our Clerk-Recorder functional area resulting in lost work time. While corrective actions have been taken to reduce these injuries, we expect a period of a year or two before all of the impacts are overcome and personnel fully recovered. This coupled with several medical leaves of absence and normal turnover has required using an abnormally high number of extra/temp help. This has required extensive training by our more experienced personnel and our supervisors, pulling these valuable resources away from serving customers and providing timely services. We currently have 36 Legal Document Specialist positions. We are requesting two (2) additional Legal Document Specialist I/II/III positions (unfunded) for up to two (2) years in order to reduce the use of extra help/temp agency personnel, which doesn't provide the quality level of services that is our expected standard.

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

Fiscal and Facilities Impacts: The cost for these two positions will be about \$50,000 for FY 04-05 and \$56,000 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 August 16, 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>
<u>CLERK-RECORDER-ASSESSOR (#0440)</u>				
Add 2 New	004651		038	LEGAL DOCUMENT SPEC I OR
	004652			LEGAL DOCUMENT SPEC II OR
	004653			LEGAL DOCUMENT SPEC III

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