



BOARD OF SUPERVISORS  
AGENDA LETTER

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Agenda Number:

Department Name: CEO/Human Resources  
Department No.: 064  
For Agenda Of: 5/15/07  
Placement: Administrative  
Estimated Tme:  
Continued Item: NO  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors  
**FROM:** Department Director(s) Susan Paul, Assistant CEO/HR Director 568-2817  
Contact Info: Jeri Muth, Assistant HR Director 568-2816  
**SUBJECT:** **Deputy District Attorneys Association Contract Extension**

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**County Counsel Concurrence**

As to form: Select\_Concurrence

Other Concurrence: **Select\_Other**

As to form: Select\_Concurrence

**Recommended Actions:**

That the Board of Supervisors:

- A. Approve an extension of the current Memorandum of Understanding with the Santa Barbara County Deputy District Attorney's Association from October 7, 2007 through October 4, 2009, under the terms outlined in this letter and set forth on Attachment I.
- B. Adopt the new pay ranges and broadband found on Attachment II and approve CEO/HR, the District Attorney, and the Deputy District Attorneys Association to finalize the performance pay plan.
- C. Adopt a resolution effective October 8, 2007 setting forth salaries for classifications represented by the Deputy District Attorneys Association as outlined in Attachment III.
- D. Adopt a resolution effective April 7, 2008 setting forth salaries for classifications represented by the Deputy District Attorneys Association as outlined in Attachment IV.
- E. Adopt a resolution effective October 6, 2008 setting forth salaries for classifications represented by the Deputy District Attorneys Association as outlined in Attachment V.

**Auditor-Controller Concurrence**

As to form: Select\_Concurrence

**Summary Text:** The proposed two-year contract extension between the County of Santa Barbara and the Deputy District Attorneys Association (DDAA) extends the current terms and conditions of employment until October 2009. The extension includes a reopener to discuss health benefit contributions and includes the following key elements:

- Implementation of a new performance management system aligned with the Board's vision to improve customer service throughout the County and link individual performance to the County's ACE Values (Accountability, Customer-Focus, and Efficiency).
- Implementation of performance-based pay for all DDAA classifications and elimination of lockstep Cost of Living Adjustments (COLA) for the duration of the extension.
- Implementation of a broadband pay structure for DDA IV and DDA Senior.
- Modest and incremental salary adjustments to address market pressures.

**Background:**

Over the last nine months, the County of Santa Barbara and the Deputy District Attorneys Association (DDAA) have met on an ongoing basis to explore the possibility of creating a pay-for-performance structure for Deputy District Attorney (DDA) classifications (DDA I, II, III, IV, and Senior), designing and implementing a more modern and competitive pay structure, and extending the current contract which is due to expire in October 2007.

The outcome of those discussions has resulted in a two-year contract extension (Attachment I) which, in addition to a provision to reopen discussions on member health benefit contributions, makes modest incremental salary adjustments intended to address market issues and, more significantly, implements a new pay-for-performance plan for attorneys in the District Attorneys Office that links employee pay with performance

***Performance Management System Overview***

The new pay-for-performance plan is designed to align with the Board's vision of creating greater accountability for quality customer service throughout the County's workforce and directly connects pay to performance and achievement of service-oriented results. The new Employee Performance Review (EPR) is tied to ACE Values and the County's established Leadership Competencies that are linked to customer-service and defined specifically for the attorney profession.

Beginning in October 2007, attorneys and their supervisors will plan for individual performance and business results and set service-oriented goals related to their profession. At the end of the attorney's performance cycle, pay decisions will be linked to the individual attorney's overall performance, contribution to the achievement of business results, and the achievement of established goals. The first pay-outs in the system will begin in October 2008.

***Pay-for-Performance Overview***

To complement the new Performance Management System, adjustments to the current pay structure are recommended. Because the DDA I, II, and III classifications are typically pass-through classes, those positions remain on a standard five-step pay range. The new performance management (EPR) system will strengthen the connection between performance and step increases.

For the classifications of DDA IV and Senior, a broad pay band with variable pay increases, based on level of performance, is recommended. The new broadband also establishes an anchor point, beyond which a DDA IV or Senior can only progress if performance is rated as exceptional. Annually, beginning in October 2008, DDA IV's and Seniors whose performance is satisfactory will be eligible for an increase of 2.5% to 3.5%, at the District Attorney's discretion, not to exceed the anchor point on the band. Those whose performance is rated as exceptional will be eligible for 4% to 5%, up to the anchor point. Movement beyond the anchor point is reserved for exceptional performance only at a range of 3% to 5%, not to exceed the top of the band.

***Promotions***

In the new system, DDA I, II, and III will promote per the current Civil Service rules. However, promotions to the DDA IV or Senior will result in a 10% increase which will require a modification to current Civil Service Rules. The County and the DDAA will work with the Civil Service Commission to make the needed changes and will return to the Board for adoption at a later date.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

**Narrative:** The cost to implement the new system are included in the County's strategic financial plan, within budget parameters, and consistent with the financial parameters established by the Board. Including the planned adjustments to address market pressures, the increased costs are as follows:

Fiscal Year 2007-08	\$282,528
Fiscal Year 2008-2009	\$388,360
Fiscal Year 2009-10	\$233,993
<b>Total Estimated Increase</b>	<b>\$904,881</b>

Of the total estimated increased salary costs of \$904,881, approximately \$144,341 will be in the form of an increase in the County's contributions to the Retirement System. The biannual actuarial study of the Santa Barbara County Retirement System as adopted by the Retirement Board includes certain economic and non-economic assumptions in setting the employer's contribution rate. These assumptions include projected cost-of-living, merit, and career advancement pay increases for employees.

**Special Instructions:**

Please return one copy of the signed resolutions to Susan Kean in CEO/Human Resources.

**Attachments:**

Attachment I - DDAA Contract Extension  
Attachment II – Pay Ranges for DDA I, II, III and Broadband for DDA IV and Senior  
Attachment III – Resolution  
Attachment IV – Resolution  
Attachment V - Resolution

**Authored by:** Susan Paul

**cc:** County Executive Officer  
District Attorney  
Auditor Controller  
Retirement Administrator