



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:** Sheriff  
**Department No.:** 032  
**For Agenda Of:** 11/05/2019  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Bill Brown, Sheriff (805) 681-4290  
Director(s)  
Contact Info: Sheriff's Dept. H.R. Manager Bob Gonzales ext. 4280

**SUBJECT:** Exempting the Admin Professional Position in the Sheriff's Office from the Civil Service System

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Adopt the resolution in Attachment A exempting the position allocated as an Administrative Professional in the Sheriff's Office from the County's civil service system: and
- b) Determine that the above action is a government fiscal activity or funding mechanism which does not involve any commitment to any specific project which may result in potential physical impacts on the environment, and is therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA guidelines

**Summary Text:**

The Sheriff's Office is requesting the BOS change existing Administrative Professional to an Administrative Professional At-Will, to appropriately designate the position based on the duties being performed. Once that position is designated as At Will, the action in Attachment A will exempt it from the County Civil Service System and assign an "at-will" designation to the Administrative Professional position which provides support to the Office of the Sheriff and the Undersheriff.

**Background:**

Positions in the Administrative Professional classification provide executives with secretarial and administrative support. These roles require the highest standards of confidentiality, professionalism, institutional savvy, technical acumen, trustworthiness, and individual commitment and compatibility with the Department's director, elected officials, and other executives, coupled with the need for maximum flexibility in hiring and retention in this job classification. Across the County there are currently fourteen (14) Administrative Professionals of which twelve (12) are assigned an "at-will" designation and are exempt from County's Civil Service system.

**Performance Measure:**

N/A

**Contract Renewals and Performance Outcomes:**

N/A

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Narrative: The position is currently budgeted in the 2019-2020 FY budget, but is not filled. The Administrative Professional "at-will" position will support the elected department head.

**Key Contract Risks:**

N/A

**Staffing Impacts:**

There are no staffing impacts directly associated with designating a legal position as at-will. If adopted, future employees in this position will serve at the pleasure of the elected department head.

**Special Instructions:**

Please return a copy of the approved and signed Resolution, as well as one copy of the minute order, to Bob Gonzales, Santa Barbara Sheriff's Office, at [rsg5415@sbsheriff.org](mailto:rsg5415@sbsheriff.org).

Please also return one (1) copy of the approved and signed Resolution, as well as one copy of the minute order to Stefan Brewer, Senior Workforce Planning Analyst, Human Resources Department, at [SBrewer@sbcountyhr.org](mailto:SBrewer@sbcountyhr.org).

**Attachments:**

Attachment A: At-Will Resolution

**Authored by:**

Santa Barbara County Sheriff's Office Human Resource Manager, Bob Gonzales

**cc:**