

**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: 10/6/05
Department Name: Clerk-Recorder-Assessor
Department No.: 062
Agenda Date: 10/25/05
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Joseph E. Holland
County Clerk-Recorder-Assessor
STAFF CONTACT: Dana R. Bentley
Departmental Analyst
SUBJECT: Personnel Action

Recommendation(s):

That the Board of Supervisors: Adopt one (1) resolution effective October 24, 2005 as follows:

Delete: Five funded (5 FTE) Auditor Appraiser I/II (Range 5336/5496) (\$3,473 – \$4,592)
One funded (1 FTE) Auditor Appraiser III (Range 5686) (\$4,315 - \$5,048)

Add: Six funded (6 FTE) Auditor Appraiser I/II/III (Range 5336/5496/5686) (\$3,473 - \$5,048)

Alignment with Board Strategic Plan:

The Recommendation is primarily aligned with Goal #3, A Strong, Professionally Managed County Organization.

Executive Summary and Discussion:

The Clerk-Recorder-Assessor is requesting that the Auditor Appraiser I/II flex classification be merged with the Auditor Appraiser III to create one flex classification. The ability to flex the Auditor Appraisers will enhance the departments promotional system for this series. It will also be in alignment with the Auditor Controller's Accountant Auditor classification. The Clerk-Recorder-Assessor and Auditor Controller have an arrangement to move audit staff between departments in order to assist the employees with their CPA licenses. The program also assists in cross-training between departments.

Mandates and Service Levels:

Mandates and service levels will stay the same.

Fiscal and Facilities Impacts:

05/06 - No fiscal impact

06/07 – Because staff have not yet been promoted and looking at those who may be eligible there is a potentially impact of \$10,920. The way the pay structure is set, the Auditor Appraiser II E would be eligible for the Auditor Appraiser III salary of E.

Special Instructions:

Please provide a signed copy to Rose Rodarte and Dana Bentley of the Clerk-Recorder-Assessor and Sandra Viola of the Human Resources Department.

Concurrence: