

**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:** 6/24/04  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 7/6/04  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Scott Ullery, Deputy County Administrator  
Human Resources Department

**STAFF CONTACT:** Theresa Duer, Deputy HR Director  
568-2822

**SUBJECT:** Revised Classification and Salary Plan and Reconciliation of Allocated Positions

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**Recommendation(s):**

That the Board of Supervisors:

- A. Review and confirm position allocation changes approved in 2003-2004 by the County Administrator pursuant to Resolution 99-486, as shown in Attachment A.

Adopt one resolution, effective July 5, 2004, as follows:

- B. Update the County's Classification and Salary Plan, including various changes in department position allocations corresponding to the 2004-05 Proposed Budget.
- C. ESTABLISH JOB CLASSIFICATION  
Maintenance Worker, Apprentice (Class 004864), Range 4286 (\$2,057-\$2,511 per month)
- D. RETITLE JOB CLASSIFICATION  
From Sheriffs Utility Worker (Class 006935), Range 4566 (\$2,365-\$2,888 per month) to Utility Worker, Institutions.
- E. ESTABLISH JOB CLASSIFICATION  
County Surveyor – Deputy Public Works Director (Class 001959), Range 6994 (\$7,940-\$9,693 per month)

DELETE JOB CLASSIFICATION  
County Surveyor (Class 001960), Range 6844 (\$7,368-\$8,994 per month).

**Alignment with Board Strategic Plan:**

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

**A/B. Executive Summary and Discussion:**

This action will update the County's master Classification and Salary Plan to reflect amendments and actions taken by the Board of Supervisors or approved by the County Administrator during the past fiscal year. Pursuant to Resolution 99-486, adopted in December 1999, your Board delegated authority to the County Administrator to approve departmental position allocation changes within certain guidelines, to be confirmed by your Board annually during the budget process. The recommended Salary Plan also includes various position changes for the 2004-05 fiscal year as approved during the recent budget hearings and classified by the Human Resources Department. Additional changes will be presented to your Board as classification studies are finalized.

**Fiscal and Facilities Impacts:**

The fiscal impact of modifications to the departmental position allocation was considered and approved by your Board during the June 2004 budget hearings.

**C. Executive Summary and Discussion**

The Santa Barbara County Human Resources Department is recommending the establishment of a new Maintenance Worker – Apprentice job classification as an addition to the existing Maintenance Worker I/II flex class series. This Apprentice class is designed as a trainee class that will provide incumbents with the training, experience, license, and safety qualifications necessary to perform duties associated with the construction, maintenance, and repair of County roads, traffic, flood control, waste-handling, wastewater treatment, and other public works facilities.

The Apprentice class is being established as a result of an extensive job classification study conducted by Human Resources and Public Works staff. This study has also resulted in the revision of the Maintenance Worker I and II job classifications, and includes the establishment of five specialty assignment areas within the Public Works Department.

The establishment of the Apprentice job class also corrects a potential artificial barrier to employment for Maintenance Worker I's and increases the opportunity for diversity in the Maintenance Worker class series. Additionally, it provides the Public Works Department with the flexibility to hire either Apprentices or trained Maintenance Worker I's depending on the department's ability to provide training at a particular time. In addition to reducing salary costs, the establishment of an Apprentice class has the potential to reduce work-related injuries and Workers' Compensation costs by providing the department with the opportunity to train new staff in both general and department-specific safety practices.

The salary for the Maintenance Worker – Apprentice is being set in relation to both the Maintenance Worker I and Recycle Worker I classifications.

Below we have included the response of the Public Works Department to the seven questions requested by the Board Chair for establishing new job classifications:

1. The Maintenance Worker class series was reviewed by the Human Resources Department due to the potential for an artificial barrier to employment for Maintenance Worker I's. The changes increase the opportunity for diversity in the Maintenance Worker class series.
2. There will be no impact on service levels to the public, other departments, or other organizations.
3. The Apprentice class is designed as a trainee class that will provide incumbents with the training, experience, license, and safety qualifications necessary to perform duties associated with construction, maintenance and repair of County roads, traffic, flood control, waste-handling, wastewater treatment, and other public works facilities.
4. The job classification study included the establishment of five specialty assignment areas within the Public Works Department. Maintenance Worker I's will be trained not only in their division (specialty), but employees will be given the opportunity to transfer between divisions to gain experience and knowledge benefiting both the employee and the department.
5. The change should have no impact on related classes in the department.
6. The County Administrator's office has reviewed and approved the organizational change and the resulting impact.
7. There is a potential for future savings. The new Apprentice class is proposed to be placed in a salary range that is below a Maintenance Worker I. There are currently no plans to recruit for any employees within our Maintenance Worker class series.

**Mandates and Service Levels:**

No change

**Fiscal and Facilities Impacts:**

There are no fiscal or facilities impacts associated with establishing job classifications.

**D. Executive Summary and Discussion**

The Human Resources Department recommends changing the title of Sheriff's Utility Worker to Utility Worker, Institutions to accommodate a request by the Probation Department to use this class in Juvenile Hall.

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

There are no fiscal or facilities impacts associated with establishing job classifications.

**E. Executive Summary and Discussion**

The Public Works Department requested the establishment of an assistant department head classification, County Surveyor-Deputy Public Works Director. This class is assigned executive-level responsibilities in the Public Works Department and may act for the Public Works Director. This class has also been assigned the responsibility for coordinating the development and implementation of an Enterprise Geographic Information System (GIS) for the County of Santa Barbara. The compensation for this class was set based upon comparable classes in other counties and on internal relationships with the Public Works Department. There are no ripple effects associated with this recommendation.

Below we have included the response of the Public Works Department to the seven questions requested by the Board Chair for establishing new job classifications:

1. In Fiscal Year 1998-99, Public Works established the position of Real Property Agent III within the Transportation Division to provide cost effective real estate/property services for our construction projects. In Fiscal Year 2002-03, the supervision of the Real Property Agents and the responsibility for the real estate/property services was transferred to the County Surveyor.

In Fiscal Year 2003-04, the County Surveyor assumed responsibility as Project Manager for the Geographic Information Systems (GIS) project team. The project team is comprised of Clerk Recorder Assessor, Fire, Sheriff, General Services, Human Resources, Public Works, and the County Administrators Office. The project team is currently studying the state of GIS within the County and will be making recommendations to the County Executive Team for review by the County Administrator and Board of Supervisors.

2. There will be no impact on service levels to the public, other departments, or other organizations.
3. On March 5, 2002, the Public Works Department reported to the Board of Supervisors a 13,700-hour backlog of real property services. By transferring the real property service to the County Surveyor, Public Works has successfully reduced the backlog by 5,025 hours to 8,675 hours.
4. The recommended reclassification allows the department to adapt to current changes in workload, as described in answer #3 above.
5. The change should have no impact on related classes in the department.
6. The County Administrator's office has reviewed and approved the organizational change and the resulting impact.
7. The fiscal impact for this request is \$10,000 and is included in the proposed salaries for fiscal year 2004-05. Funding sources include the Flood Control District, Solid Waste & Utilities, Road Fund and Land Use Fees.

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

There are no fiscal or facilities impacts associated with establishing job classifications.

**Special Instructions:**

Please send one copy of the approved resolution to Sandra Viola, Human Resources Department.

CC: Department Heads  
Employee Organizations

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

SALARY RESOLUTION OF THE COUNTY OF SANTA )  
BARBARA ESTABLISHING A CLASSIFICATION ) RESOLUTION  
& SALARY PLAN, AND AUTHORIZING DEPARTMENTAL ) NO. 04-  
POSITION ALLOCATIONS, EFFECTIVE JULY 5, 2004 )

WHEREAS, the Board of Supervisors of the County of Santa Barbara finds that there is good cause for the adoption of the provisions of this Resolution;

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

RESCISSION: Resolution 02-234 and all other Resolutions and their amendments, except as specified below, establishing a classification and salary plan and authorizing departmental position allocations in conflict herewith are hereby rescinded.

Resolution numbered 02-384 amending Resolution 03-210 and effective November 9, 2004, shall continue in full force and effect.

The provisions of this Resolution, insofar as they are substantially the same as provisions of the aforesaid rescinded Resolutions relating to the same subject matter, shall be construed as restatements and continuations, and not as new enactments.

DEFINITIONS: Words, terms and definitions as used in this Resolution shall have the same meanings as those specifically defined and set forth in Section 27-1 of Chapter 27 of the Santa Barbara County Code as the same now exists or may hereafter be amended.

OPERATIVE DATE: This Resolution shall be effective July 5, 2004.

SECTION NUMBER AND HEADINGS:

1. CLASSIFICATION, SALARY AND POSITIONS
2. JOB CLASS TABLE
3. SALARY SCHEDULE
4. DEPARTMENTAL POSITION ALLOCATION
5. EXTRA HELP
6. SPECIALIZED DUTIES
7. PAYMENT IN CASES OF UNAUTHORIZED EMPLOYMENT
8. POSSESSORY INTEREST TAX

## CLASSIFICATION AND SALARY PLAN AND DEPARTMENTAL POSITION ALLOCATIONS AS OF JULY 5, 2004.

### SECTION 1. CLASSIFICATION, SALARY AND POSITIONS

- a. There are hereby established such classifications of officers and employees of the County as are hereinafter set forth in Section 2, Job Class Table, of this Resolution.
- b. Salary payable to persons occupying such positions shall be as set forth in Section 2 of this Resolution and as provided for by applicable Civil Service Rules.
- c. There are hereby authorized for the various County departments numbers and classes of positions as hereinafter set forth in Section 4, Departmental Position Allocation, of this Resolution.
- d. The Board of Supervisors may, from time to time, suspend the filling of any and all positions which are or become vacant. Such suspensions shall remain in effect until modified or rescinded by the Board of Supervisors.

### SECTION 2. JOB CLASS TABLE

- a. The Job Class Table lists by classification number and title all classifications authorized by the Board of Supervisors.
- b. The "Salary Range" number indicates the basic salary rate for each classification as set forth in Section 3, Salary Schedule, of this Resolution
- c. Under the column "Min/Max Step," the first letter indicates the minimum salary for the classification, and the second letter indicates the maximum salary for the class as set forth in Section 3, Salary Schedule.
- d. The figures under the "Hourly," "Biweekly," and "Monthly" sections are the minimum and maximum basic hourly, and approximate biweekly and/or monthly salaries for each classification. The rates for Fire Shift classifications have been established as a ratio of 40 hours to the fire shift weekly schedule of 56 hours.
- e. A "Yes" in the "OT Eligible" (Overtime Eligible) column indicates that the classification is eligible for overtime compensation.

- f. The number listed under the column “Bargaining Unit” indicates the representation unit to which the classification is assigned pursuant to the County’s Employer-Employee Relations Policy.



### SECTION 3. SALARY SCHEDULE

- a. The "RANGE" column lists all salary ranges applicable to the job classifications in the Job Class Table, Section 2. The figures in the "HOURLY RATES" section are the hourly rates applicable to each step in the range. Biweekly and monthly equivalents are approximate. See Section 2.d. for salary rates for Fire Shift classifications.
- b. Amounts shown are for basic salaries only and do not include allowances or other compensation authorized by resolution or agreement.

#### SECTION 4. DEPARTMENTAL POSITION ALLOCATION

- a. The Departmental Position Allocation lists by department the number of positions authorized in each relevant classification title.
- b. The percent of full-time appearing in the “Part-Time” column indicates that the position is allocated and can be filled on a part-time basis only, according to the following table:

<u>Percent of Full-Time</u>	<u>Time</u>	<u>Hours Per Pay Period</u>
0.150	3/20	12
0.200	1/5	16
0.250	1/4	20
0.375	3/8	30
0.400	2/5	32
0.500	1/2	40
0.600	3/5	48
0.625	5/8	50
0.750	3/4	60
0.800	4/5	64
0.875	7/8	70
0.900	9/10	72

- c. Salary range, rate, step limit, overtime and bargaining unit information from the Job Class Table is duplicated for convenience.
- d. Wherever multiple Job Class numbers are listed in relation to a single Base Class, this designates a position that may be filled at any level within a designated series based on incumbent qualifications and operational need (Flexible Staffing). For flexibly staffed positions, the “BASE CLASS” indicates the lowest allocated class in the flexible series.

## SECTION 5. EXTRA HELP

- a. Department Heads may make extra help appointments for the purposes of meeting work requirements for peak loads, emergencies, or other unusual situations, as well as seasonal, recurrent and/or intermittent assignments.
- b. Funds authorized to compensate an extra help appointment shall be (1) those funds within the approved departmental extra help budget allocation, and/or (2) salary savings from regular position vacancies. The salary for extra help work shall be as set forth in Section 2 of this Resolution for each employee's job class filling. If the duties and tasks to be performed do not fit an existing job classification, salary shall correspond to the hourly rate equivalent of any step in any appropriate salary range as approved by the Human Resources Director prior to appointment. The salary for contractors is the salary approved by the Board of Supervisors in the contract.
- c. Extra help employees shall not be eligible for non-mandated benefits, allowances, premiums or differentials except: overtime, shift differential and standby pay for employees assigned such duties, or as otherwise specifically authorized in this Resolution.
- d. Extra help employees regularly assigned to work in the Psychiatric Health Facility shall be eligible to receive an additional allowance of five percent (5%) of their basic compensation.

## SECTION 6. SPECIALIZED DUTIES

ALLOWANCES -- The following allowances shall be paid only upon the written certification by the Department Head to the Human Resources Director of the names of the eligible employees.

- a. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of five percent (5%) of the basic salary assigned to their classification. The number of employees assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u>	<u>Classification Title</u>	<u>Maximum No. of Employees Authorized</u>
Alcohol, Drug & Mental Health Services	Mental Health Program Manager	1
District Attorney	Legal Process Supervisor	1
General Services	HVAC Specialist	1
General Services	Motor Pool Dispatcher	1
Park Department	Park Ranger III	1
Public Health	CCS Caseworker	1
Public Health	Medical Records Administrator	1
Public Works/Roads	Equipment Mechanic II	2
Sheriff-Coroner	Capital Projects Coordinator	1

This list of special duty assignments is not inclusive of allowances authorized by Memoranda of Understanding between the County and recognized employee organizations.

- b. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of ten percent (10%) of the basic salary assigned to the classification. The number of employees assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u>	<u>Classification Title</u>	<u>Maximum No. of Employees Authorized</u>
Public Works	Water Agency Manager	1

- c. Law Enforcement classifications -- Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid at the salary range which is five percent (5%) above the basic salary assigned to their classification. The number of employees assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u>	<u>Classification Title</u>	<u>Maximum No. of Employees Authorized</u>
District Attorney	Criminal Investigator I/II	2
Sheriff-Coroner	Sheriff's Correction Officer	30
Sheriff-Coroner	Sheriff's Deputy	84

- d. Public Works/Agricultural Pest Control License -- Employees who possess an Agricultural Pest Control License issued by the State of California, and who are regularly assigned specialized duties outside their classification in relation to this licensure, shall receive an additional biweekly allowance equivalent to five percent (5%) of the Step "E" biweekly salary for the classification of Pesticide Specialist. The number of employees assigned to such specialized duties and eligible for the allowance shall not at any time exceed three (3).

DIFFERENTIALS -- The following differentials shall be paid only upon the written certification by the Department Head to the Auditor-Controller of the names of the eligible employees along with a record of the qualifying hours.

- e. General Services/Heavy Equipment (MHE) -- Employees occupying positions in the classifications of Automotive Mechanic I/II who are assigned to maintain or repair heavy equipment shall receive a hourly salary differential of \$1.533 for all hours so assigned.
- f. Public Works/Heavy Equipment Operation (TRK) -- Employees occupying positions in the classification of Heavy Truck Driver who are assigned to operate heavy equipment shall receive an hourly salary differential of \$.588 for all hours so assigned. The number of employees assigned to such specialized duties shall not at any time exceed six (6).
- g. Public Works/Heavy Trucks (DHT) -- Employees occupying positions in the classifications of Recycle Worker I/II, Refuse Checker, and Equipment Mechanic I, who are assigned to drive heavy trucks on a periodic basis shall receive an hourly salary differential of \$2.25 for all hours so assigned.
- h. Public Works/Refuse Leader (LDR) -- Employees occupying positions in the classifications of Heavy Equipment Operator and Heavy Truck Driver who are assigned to perform Refuse Leader duties on a periodic basis shall receive an hourly salary differential of \$2.25 for all hours so assigned.

## SECTION 7. PAYMENT IN CASES OF UNAUTHORIZED EMPLOYMENT

- a. Whenever a County Department Head or Assistant or any County official empowered to employ persons in the service of the County employs any person or service to the County and such employment is not authorized by this Resolution or any other Resolution or Ordinance of the County or any other applicable law, and when such person so employed in good faith without knowledge that such employment is unauthorized does in fact render services in the course of such unauthorized employment for the County, the Board of Supervisors may adopt a Resolution making payment for such services a county charge. Such Resolution shall set forth the facts concerning such unauthorized employment and the services rendered to the County, and shall contain a finding that the payment for such unauthorized services will be in the best interest of the County.
- b. Such Resolution shall be adopted only in cases where the Board of Supervisors has the authority prior to the unauthorized employment and the rendering of the services pursuant thereto to legally authorize such employment by appropriate action. The salary payable to such person shall not exceed the amount, if any, agreed to be paid by the official who engaged the services.
- c. Upon discovery of any unauthorized payment falling under the terms and provisions of this Section, the person responsible for such unauthorized employment shall immediately notify the Board of Supervisors, the Auditor-Controller and the County Counsel in writing. No payment shall be made hereunder for any services rendered more than six months prior to the date of adoption of such Resolution.

## SECTION 8. POSSESSORY INTEREST TAX

- a. In addition to the salary set forth in the Job Class Table applicable to their respective positions, all employees paid by the County and required by the County as a condition of employment to live on County-owned property shall be reimbursed for possessory interest taxes levied against and paid by such employees during the fiscal year on account of their exclusive beneficial use of such property.
- b. Reimbursement shall be made by the Auditor-Controller within a reasonable time after presentation to the Auditor-Controller proof of an employee's payment of such tax.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this 6th day of July, 2004, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:  
MICHAEL F. BROWN  
CLERK OF THE BOARD

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

APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
COUNTY COUNSEL  
NOVEMBER 1993  
7/6/04