

**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:** 11/8/05  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 11/22/05  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

---

**TO:** Board of Supervisors  
**FROM:** Susan Paul, Assistant CEO/HR Director  
**STAFF CONTACT:** Theresa Duer, Deputy HR Director  
568-2822  
**SUBJECT:** Reconciliation of Allocated Positions and Classification Studies

---

**Recommendation(s):**

That the Board of Supervisors:

Adopt one resolution, effective November 21, 2005, to implement the following changes:

- A. ESTABLISH JOB CLASSIFICATION  
Redevelopment Specialist I (Class 6476), Range 5376 (\$3,543-\$4,325 per month)  
  
Redevelopment Specialist II (Class 6477), Range 5876 (\$4,546-\$5,550 per month)  
  
GENERAL COUNTY PROGRAMS (#0100)  
Add: 1.0 FTE Redevelopment Specialist I/II (Class 6476/6477)
- B. RETITLE JOB CLASSIFICATION  
From: Early Care & Education Program Quality Improvement Specialist (Class 2412)  
To: First 5 Program Specialist
- C. RETITLE JOB CLASSIFICATION  
From: Early Care and Education Coordinator (Class 2410)  
To: Early Care and Education Program Manager

**Alignment with Board Strategic Plan:**

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

**A. Executive Summary and Discussion:**

Departments' Board letters requesting the allocation of positions to the new classification should include the following:

1. Explain the reason for the organizational changes that resulted in this request to allocate positions to the new classification

*The County Redevelopment Agency was relocated from Planning and Development into the County Executive Office this fiscal year. That organizational change has resulted in the need to create the new job classification of Redevelopment Specialist I/II. This position will be tasked with a number of research, coordination and project management functions critical to the Agency and necessary to allow the Deputy Director of the Agency to focus on implementing projects with a high level of complexity.*

2. Describe the impact the change in allocation will have on service levels to the public, other departments, or other organizations

*The new position will replace Planning and Development staff, which prior to this fiscal year, provided staff to the RDA. This position consolidates percentages of FTEs in various job classifications into one new classification. This action will allow for greater focus and consistency on matters related to the RDA. Furthermore, this position is necessary to ensure the successful completion of the RDA 2005/06 work plan and enhance existing service levels to the public, other departments, and other organizations.*

3. Identify the impacts the change will have on overall productivity and efficiency in the department and how those impacts will be measured

*The new position will allow the Agency to implement projects which have been identified in the FY 05/06 adopted work plan. Overall Agency productivity and efficiency will ultimately be measured by the implementation of the Agency work plan. The Agency's goal is to implement specific projects. This new job class is intended to allow the Agency to see those project through to completion.*

4. Explain how the proposed change will impact the department's ability to adapt to future changes in workload or programs

*The proposed change will give the Agency the ability to implement projects, staff PAC meetings, and complete legally required Agency administration. Without this proposed change, the Agency will not be able to fully perform the functions identified in the FY 05/06 work plan. Should this allocation be approved staffing levels for the Agency will remain be significantly reduced as compared to prior years. Additional staffing to previously established levels have not been requested while the volume and complexity of the projects and programs slated for 2005/06 and beyond are increasing.*

5. Identify the effect the change will have on related classes in the department

*There are no changes to related classes in the department.*

6. Include a statement that indicates that the County Administrator's office has reviewed and approved the organizational change and the resulting impacts

*The County Executive Office has reviewed and approved the organizational change and the resulting impact.*

7. Identify the fiscal impact of the request and funding sources for the current and future fiscal years and include a statement as to how any increased cost will be absorbed within the department's current budget.

*Funding for the new classification will come from the Redevelopment Agency's General Fund, and is included in the adopted FY 05/06 Agency Budget. Increased cost will be absorbed within the department's current budget.*

**Mandates and Service Levels:**

No change in programs or service levels.

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

Human Resources and First 5 management agreed to change the title of these classifications and broaden the classification concepts in order to provide First 5 with greater flexibility in staffing its various programs

**Mandates and Service Levels:**

No change in programs or service levels.

**Fiscal Impact:**

There is no fiscal impact associated with job class title change.

**Special Instructions:**

Please send one copy of the approved resolution to Susan Kean, Human Resources Department.

CC: County Executive Officer  
SEIU Local 620

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

IN THE MATTER OF AMENDING RESOLUTION )  
NO. 05-196, AS AMENDED, BEING THE SALARY )  
RESOLUTION OF THE COUNTY OF SANTA BARBARA )

RESOLUTION NO. \_\_\_\_\_

WHEREAS, Salary Resolution No. 05-196 established a Classification Plan, and authorized Departmental Position Allocation effective July 4, 2005; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 05-196, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 05-196, adopted by this Board on July 5, 2005, is hereby amended by amending that (those) portion(s) of Section(s) 2 & 4 to read as follows effective November 21, 2005:

**SECTION 2. Job Classification Table**

<u>JOB CLASS</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LIMIT</u>	<u>RATE MIN/MAX</u>	<u>OT ELIGIBLE</u>
<u>Establish:</u>					
006476	REDEVELOPMENT SPECIALIST I	5376	A-E	\$20.370-\$24.867	YES
006477	REDEVELOPMENT SPECIALIST II	5876	A-E	\$26.139-\$31.910	YES
<u>Change:</u>					
002412	FIRST 5 PROGRAM SPECIALIST	5746	A-E	\$24.498-\$29.907	NO
002410	EARLY CARE & EDUC PRGM MGR	6204	A-E	\$30.785-\$37.582	NO

**SECTION 4. Departmental Position Allocation**

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>GENERAL COUNTY PROGRAMS (#0100)</u>				
Add 1 new:	006476		001	REDEVELOPMENT SPECIALIST I
	006477			REDEVELOPMENT SPECIALIST II

2. Except as amended by this Resolution, Resolution No. 05-196 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 \_\_\_\_\_, 2005, 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  
11/2205

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