

**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: 8/26/02
Department Name: Public Works
Department No.: 054
Agenda Date: 9/17/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Phillip M. Demery, Director
Public Works

STAFF CONTACT: Rochelle Camozzi, x3011

SUBJECT: Changes to Public Works Position Effective September 16, 2002

Recommendation(s):

That the Board of Supervisors approve the attached human resources resolution:

Effective September 16, 2002 add one (1.0 FTE) Office Assistant Senior (Range 4410)(\$2,188 - \$2,672) and delete one (.80 FTE) Office Assistant Senior (Range 4410) (\$1,750 - \$2,138), Budget Unit 4510.

Alignment with Board Strategic Plan:

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

Executive Summary and Discussion:

On May 1, 2001 your board approved the reduction of a full time Office Assistant Senior to part time (80%) in an effort to be flexible for employee retention. This position is currently vacant and Public Works requests that the position be returned to full time. This change was not included in the 2002-03 proposed budget.

Mandates and Service Levels:

No anticipated changes in mandates. We anticipate an increase in service relating to customer support.

Fiscal and Facilities Impacts:

The recommended addition and deletion is not included in the proposed 2002-03 budget. The increased cost of the recommended change is \$7,410 for fiscal year 2002-03 and \$9,180 for fiscal year 2003-04. Salary savings will be used to offset the increase for fiscal year 2002-03.