

**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: 8/30/04
Department Name: Human Resources
Department No.: 064
Agenda Date: 9/14/04
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Scott J. Ullery, Deputy County Administrator
STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822
SUBJECT: Job Classification Changes

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution, effective September 13, 2004, as follows:

RETITLE JOB CLASSIFICATIONS

From Building Maintenance Worker II (Class 001331), Range 4846 (\$2,720-\$3,320 per month) to Building Maintenance Worker;

From Medical Records Technician I (Class 005095), Range 4616 (\$2,425-\$2,961 per month) to Medical Records Technician.

DELETE JOB CLASSIFICATIONS

Administrative Assistant II-Restricted (Class 000212), Range 5426 (\$3,632-\$4,434 per month);

Building Maintenance Worker Trainee (Class 001319), Range 4006 (\$1,789-\$2,184 per month);

Building Maintenance Worker I (Class 001320), Range 4456 (\$2,239-\$2,734 per month);

Medical Records Technician II (Class 005096), Range 4916 (\$2,817- \$3,438 per month).

ADMHS (#5250)

Change 1.0 FTE Building Maintenance Worker I/II to 1.0 FTE Building Maintenance Worker.

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:

The deletions are being made to reflect the fact that these job classifications are no longer in use in the County. The title changes, and the change to the position in ADMHS, are being made to reflect the fact that these classes are now single levels, rather than part of a series. In the Building Maintenance Worker series, the Building Maintenance Worker I class had not been used by any department since 1989. In the

Medical Records Technician series, Alcohol, Drug, and Mental Health and the Public Health Department have utilized a Medical Records Administrator class thus eliminating the need for the Medical Records Technician II classification.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

None.

Special Instructions:

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

CC: County Administrator
ADMHS
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. 04-190, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 04-190 established a Classification Plan, and authorized Departmental Position Allocation effective July 5, 2004; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 04-190, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 04-190, adopted by this Board on July 6, 2004, is hereby amended by amending that (those) portion(s) of Section(s) 2, and 4 to read as follows effective September 13, 2004:

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>Change:</u>					
001331	BUILDING MAINT WORKER	4846	A-E	\$15.639-\$19.091	YES
005095	MEDICAL RECORDS TECH	4616	A-E	\$13.944-\$17.022	YES
<u>Delete:</u>					
000212	ADMIN ASST II-R	5426	A-E	\$20.884-\$25.495	YES
001319	BLDG MAINT WORKER TR	4006	A-E	\$10.286-\$12.557	YES
001320	BLDG MAINT WORKER I	4456	A-E	\$12.875-\$15.717	YES
005096	MEDICAL RECORDS TECH II	4916	A-E	\$16.194-\$19.769	YES

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>ADMHS (#5250)</u>				
Change #6181				
From:	001320		001	BLDG MAINT WORKER I OR
	001331			BLDG MAINT WORKER II
To:	001331		001	BUILDING MAINT WORKER

2. Except as amended by this Resolution, Resolution No. 04-190 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 _____, 2004, 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
9/14/04

By: _____ (SEAL)
Deputy Clerk