

**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: 9/10/02
Department Name: Human Resources
Department No.: 064
Agenda Date: 9/24/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ann Goodrich, Director
Human Resources Department

STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822

SUBJECT: Establishing and Deleting Job Classifications

Recommendation(s):

That the Board of Supervisors:

Adopt two resolutions as follows:

- A. ESTABLISH JOB CLASSIFICATION
Effective September 16, 2002, establish the class of Management Specialist R (Class 005021), Range 6370 (\$5,816-\$7,101 per month).
- B. ESTABLISH JOB CLASSIFICATION
Effective October 14, 2002, establish the class of Early Care & Education Program Quality Improvement Specialist (Class 002412), Range 5580 (\$3,922-\$4,788 per month).
- DELETE JOB CLASSIFICATION
Effective October 14, 2002, delete the class of Early Care & Education Program Quality Improvement Coordinator (002411), Range 6020 (\$4,885-\$5,963 per month).

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:

This recommendation establishes a management specialist classification to oversee the general liability function of the Risk Management division of General Services. In a separate letter, General Services will request the addition of a management specialist position.

B. Executive Summary and Discussion:

At the request of the County Administrator's Office, the Human Resources Department reviewed a small reorganization in the Early Care and Education Office. The management responsibilities assigned to the Early Care and Education Program Quality Improvement Coordinator were reassigned to the Early Care and Education Coordinator. This recommendation establishes a non-management, professional level classification of Early Care and Education Program Quality Improvement Specialist to oversee the Early Care and Education Program Quality Improvement Program. The Human Resources Department is recommending a salary of \$47,069 - \$57,461 per year (Range 5580, Step A-E) for the new classification.

This recommendation deletes the Early Care and Education Program Quality Improvement Coordinator classification since it is no longer needed.

A/B. Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

There is no fiscal impact associated with the establishment or deletion of classifications.

Special Instructions:

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

CC: County Administrator
General Services
Local SEIU 620

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

IN THE MATTER OF AMENDING RESOLUTION)
NO. 02-234, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 02-234 established a Classification Plan, and authorized Departmental Position Allocation effective June 24, 2002; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 02-234, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 02-234, adopted by this Board on June 25, 2002, is hereby amended by amending that (those) portion(s) of Section(s) 2 to read as follows effective September 16, 2002:

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>Add:</u> 005021	MANAGEMENT SPECIALIST R	6370	A-E	\$33.442-\$40.826	NO

2. Except as amended by this Resolution, Resolution No. 02-234 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 _____, 2002, 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
9/24/02

By: _____ (SEAL)
Deputy Clerk

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<u>Add:</u> 002412	EARLY CARE & EDUC PQI SPEC	5580	A-E	\$22.552-\$27.531	NO
<u>Delete:</u> 002411	EARLY CARE & EDUC PQI COORD	6020	A-E	\$28.086-\$34.287	NO

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NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:
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CLERK OF THE BOARD

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNSEL
NOVEMBER 1993
9/3/02

By: _____ (SEAL)
Deputy Clerk