



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**

**Submitted on:  
(COB Stamp)**

**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** November 04, 2025  
**Placement:** Administrative Agenda  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Director(s): *Kristy Schmidt* (E7D8DA3F3BB04F6...), Human Resources Director, 805-568-2817  
Contact: Tamara Rowles, Chair Civil Service Commission, 805-568-2810  
Yvonne Torres, Assistant HR Director, 805-568-3075  
**SUBJECT:** **2024-2025 Annual Report of the Civil Service Commission**

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**County Counsel Concurrence**

As to form: N/A

**Other Concurrence:**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Receive and file the Annual Report of the Civil Service Commission for Fiscal Year 2024-2025 as it appears in Attachment A, and
- b) Determine pursuant to California Environment Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment and therefore is not a project subject to environmental review.

**Summary Text:**

This report is submitted in accordance with County Code Section 27-23(d) and Civil Service Rule 202(c) and summarizes the work conducted by the Civil Service Commission in Fiscal Year 2024-2025.

**Background:**

Santa Barbara County voters established the current Civil Service System on November 3, 1970. As noted in the County Code, the basic purpose of the Civil Service System is “to maintain a fair and equitable employment relationship between the County and its employees, and to promote and increase economy and efficiency in County service.”

The Civil Service Commission consists of five members, one appointed from each supervisorial district, charged with the administration of the County’s Civil Service System. The Commission holds hearings on appeals for disciplinary actions as provided by the Civil Service Rules; holds hearings on discrimination complaints; conducts investigations concerning the administration of personnel or conditions of employment; makes recommendations on Civil Service Rules and advises the Board of Supervisors; and submits an annual report to the Board of Supervisors.

The following is a four-year summary of the work of the Civil Service Commission covering Fiscal Year 2021-2022 through Fiscal Year 2024-2025.

TOPICS	FY 2024-25	FY 2023-24	FY 2022-23	FY 2021-22
New appeals filed	0	3	1	1
Request for rehearing	0	0	1	0
Hearing/Appeal (continued)	0	0	0	1
Appeals withdrawn/dismissed; Removed with prejudice	0	2	2	0
Hearing days	0	0	1	8
Settlements without hearings	0	1	0	0
Discrimination complaints	1	0	0	0
Investigation requests	1	0	1	1
Pending cases - carried forward to next year	0	0	0	0
Pending writs in superior court from prior years	0	0	1	1
Petition for writ filed	0	0	0	1
Extra Help Extensions	128	140	157	116

Additional detail regarding the work of the Civil Service Commission over the past fiscal year may be found in the attached Annual Report for Fiscal Year 2024-2025. The recommended action is to receive and file this report.

**Fiscal Analysis:**

**Narrative:**

Total operating expenses of the Civil Service Commission in Fiscal Year 2024-2025 totaled \$81,294, as detailed in Attachment A, which excludes productivity costs of some additional staff time in Human Resources and in County Counsel. In addition, individual departments incur costs related to hearings and appeals involving their employees, which are not captured in this total.

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**Special Instructions:**

Upon approval by the Board, please email one (1) copy of the minute order to Vanessa Hernandez at [vhernandez@countyofsb.org](mailto:vhernandez@countyofsb.org)

**Attachments:**

**Attachment A** – Fiscal Year 2024-2025 Annual Civil Service Commission Report

**Contact Information:**

Vanessa Hernandez  
Secretary Civil Service Commission  
[vhernandez@countyofsb.org](mailto:vhernandez@countyofsb.org)

**cc:**

Civil Service Commissioners  
Mona Miyasato, County Executive Officer  
Department Heads  
Recognized Employee Organizations