



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

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

Department Name: Planning & Development
Department No.: 053
For Agenda Of: 05/09/2017
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Glenn Russell, Ph.D. (805)568-2085
Director(s)
Contact Info: Dianne Black (805)568-2086

SUBJECT: Exempting One Administrative Professional from the Civil Service System

County Counsel Concurrence

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Adopt the Personnel Resolution effective May 1, 2017 exempting the Administrative Professional position in Planning and Development Department from the County's Civil Service System (Attachment A); and
- b) Find that the above action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(5), in that the above action involves an organizational or administrative activity of government that will not result in the direct or indirect physical change in the environment (Attachment B).

Summary Text:

The purpose of this request is to exempt the Administrative Professional position from the Civil Service System in recognition of the unique working relationship between the Administrative Professional and the executives of Planning and Development. The Administrative Professional position in Planning and Development provides high level secretarial and administrative support services directly to the Director and Assistant Director of the department. The nature of the duties for this position requires a critical need for confidentiality and commitment to the policies, procedures, and decisions of the Department's executives.

This requested action is in line with previous Board actions exempting other Administrative Professional positions from the Civil Service System and has concurrence from the Human Resources Department.

Background:

Positions in the Administrative Professional classification provide executives with secretarial and administrative support. These roles require the highest standards of confidentiality, professionalism, institutional savvy, technical acumen, trustworthiness, and individual commitment and compatibility with the Department's director and other executives. At-will status recognizes the unique individual commitment and confidential relationship between Administrative Professionals with their department heads, as well as the sensitivity of information that department heads share with their Administrative Professionals.

Fiscal and Facilities Impacts:

Budgeted: Yes There is no fiscal impact associated with this action.

Staffing Impacts:

None

Special Instructions:

Please return one copy of the signed Resolution and Minute Order to Stefan Brewer, Position Control, Human Resources Department.

Attachments:

- A. Resolution
- B. CEQA Exemption

Authored by:

Linda Liu, Planning and Development

CC:

Glenn Russell, Ph.D., Director, Planning and Development
Dianne Black, Assistant Director, Planning and Development
Steve Mason, Administration and Operations Manager, Planning and Development
Erin Jeffery, Human Resources Manager, Human Resources Department
Stefan Brewer, Position Control, Human Resources Department