



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: CEO
Department No.: 012
For Agenda Of: 12-13-11
Placement: Departmental
Estimated Tme: 15 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Chandra L. Wallar, County Executive Officer – 568-3404
Jeri Muth, Human Resources Director – 568-2816
Contact
Info:
SUBJECT: Placement of the County’s Equal Employment Opportunity Function

County Counsel Concurrence

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors, reassign the Equal Employment Opportunity (EEO) function and associated funding to the County Executive Officer (CEO) and fill the position at a management-level position to function as the County’s EEO Manager.

Summary Text:

The proposed action will move the EEO function from Human Resources and reassign it to the County Executive Officer. The position will be filled at a management-level and will function as the County’s official EEO Manager.

Background:

During the September 20, 2011 Board meeting to consider the merger of Human Resources into the County Executive Office, the Board considered a recommendation to move the EEO function into County Counsel. At that time, the Board delayed a decision on the recommendation and directed staff to seek input from the Civil Service Commission regarding the appropriate placement of the function, review the reporting relationship of the function in

other counties, and return to the Board with a recommendation for the appropriate placement and reporting relationship for the EEO function. (Currently, the function is staffed by an Office Professional who reports to Human Resources and a part-time County Counsel attorney who conducts investigations and reports to County Counsel.)

On October 20, 2011 Human Resources staff met with the Civil Service Commission to gather input regarding recommendations for the reporting relationship of the EEO function. As evidenced by the attached minutes from that meeting, the general consensus of the Commission was to hire at the management level and reassign the EEO function to the CEO. Further, in March 2011 Human Resources staff surveyed all California counties regarding the reporting relationship of their EEO functions. Twenty counties responded and indicated the EEO function reports as follows: 18 to Human Resources; 1 to the Board of Supervisors; and 1 to County Administrative Officer. Although the vast majority reported that the EEO reports to Human Resources, it is an acceptable and appropriate option to assign the function to the CEO.

The County is currently recruiting for an EEO Manager as the current Office Professional who staffs a portion of the function has accepted a promotional opportunity elsewhere in Human Resources. Should the Board decide to move the function to the CEO, the CEO will be positioned to hire an official EEO Manager for the County. The new EEO Manager will continue to obtain legal advice from County Counsel on an as needed basis.

Fiscal and Facilities Impacts:

Budgeted: Yes.

Staffing Impacts:

None.

Attachments:

October 20, 2011 Civil Service Commission Minutes