

**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:** 3/19/03  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 4/1/03  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Ann Goodrich, Director  
Human Resources Department

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

**SUBJECT:** Job Classification Table Changes and Position Reclassification

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**Recommendation(s):**

That the Board of Supervisors:

**Adopt one resolution effective March 31, 2003, as follows:**

RE-ESTABLISH JOB CLASSIFICATIONS

Veterans' Services Representative I (Class 007590), Range 4850 (\$2,725-\$3,327 per month); and, Veterans' Services Representative II (Class 007591), Range 5150 (\$3,165-\$3,864 per month).

**Adopt one resolution effective April 14, 2003, as follows:**

RETITLE JOB CLASSIFICATIONS

From: Public Administrator/Conservator/Veterans' Representative I (Class 006212) Range 4950 (\$2,865-\$3,497 per month) to Public Administrator/Conservator I; and,  
From: Public Administrator/Conservator/Veterans' Representative II (Class 006213) Range 5150 (\$3,165-\$3,864 per month) to Public Administrator/Conservator II.

RECLASSIFICATION – TREASURER/VETERAN SERVICES (#6910)

Delete: 3 (3.0 FTE) Public Administrator/Conservator/Veterans' Representative I/II (Class 006212/006213).

Add: 3 (3.0 FTE) Veterans' Services Representative I/II (Class 007590/007591).

**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:**

Upon request of the Treasurer/Tax Collector/Public Administrator/Public Guardian's Office, Human Resources reviewed the classification of Public Administrator/Conservator/Veterans Representative I/II and determined that it was appropriate to separate the veterans' services responsibilities from the broad classification. The duties performed by the proposed Veterans' Services Representative I/II require a different level of education and different skills from those required by the Public Administrator/Conservator I/II.

The salary of the Veterans' Services Representative I/II was set based on salary survey data from other comparable agencies. The Treasurer/Tax Collector may realize salary savings as a result of this change. The total number of allocated positions in the classifications of Public Administrator Conservator I/II and Veterans Services Representative I/II will not differ from the number of positions allocated to the current broad classification.

The Treasurer/Tax Collector/Public Administrator/Public Guardian's Office submitted the following information to support this recommendation:

- When the classification of Public Administrator/Public Conservator/ Veterans Representative I/II was created eight years ago as a result of the transfer of Veterans Services from Social Services to the Treasurer-Tax Collector, it was an awkward hybrid, at best. The Veterans Representative assignment and its duties are entirely different from the Public Administrator and Public Conservator assignments. An impending retirement of a Veterans' Representative – which initiated the first recruitment for this assignment since the Division was moved to the Treasurer-Tax Collector – prompted a review of the class specification. Accordingly, our Department felt it was necessary to re-establish the distinct class of Veterans' Services Representative, which more accurately describes the duties and minimum requirements of the positions working in that assignment.
- There would no impact on service levels to the public, other departments or other organizations.
- The change would have no impacts on overall productivity and efficiency in the department.
- The proposed change will have favorable impact on the department's ability to adapt to future changes in workload or programs, simply due to the ability to recruit and hire staff who more closely match the position's requirements.
- The change should have no impact on related classes in the department.
- The County Administrator's office has reviewed and approved the organizational change and the resulting impacts.
- The fiscal impact will be positive, i.e. the Level I of the proposed new class will have a lower salary range than the current class of Public Administrator/Public Conservator/Veterans Representative I.

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

There is no fiscal impact associated with establishing the new classes or reclassifying positions into the new classes.

**Special Instructions:**

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

CC: County Administrator  
Treasurer  
Local SEIU 620

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**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 March 31, 2003:

**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>Re-establish:</u>					
007590	VETERANS SERVICES REP I	4850	A-E	\$15.670-\$19.129	YES
007591	VETERANS SERVICES REP II	5150	A-E	\$18.199-\$22.217	YES

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 \_\_\_\_\_, 2003, 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  
4/1/03

By: \_\_\_\_\_ (SEAL)  
Deputy Clerk

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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 & 4 to read as follows effective April 14, 2003:

**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>					
006212	PUB ADM/CONSERVATOR I	4950	A-E	\$16.471-\$20.108	YES
006213	PUB ADM/CONSERVATOR II	5150	A-E	\$18.199-\$22.217	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>TREASURER-VETERAN SERVICES (#6910)</u>				
Reclass 269,699,1041				
From:	006212 006213		000	PUB ADM/CONSERVATOR I OR PUB ADM/CONSERVATOR II
To:	007590 007591		003	VETERANS SERVICES REP I VETERANS SERVICES REP II

2. Except as amended by this Resolution, Resolution No. 02-234 as amended, continues unchanged as in full force and effect.

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NOES:

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Chair, Board of Supervisors

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MICHAEL F. BROWN  
CLERK OF THE BOARD

APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
COUNTY COUNSEL  
NOVEMBER 1993  
4/1/03

By: \_\_\_\_\_ (SEAL)  
Deputy Clerk