



**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: Human Resources
Department No.: 064
For Agenda Of: June 28, 2022
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Director(s) Contact Info: Maria Elena De Guevara, Human Resources Director
805-568-2800
Erin Jeffery, Employment & Workforce Planning Division Chief
805-568-2808

DocuSigned by:
Maria Elena De Guevara
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SUBJECT: **Changes to Compensation for Unrepresented Managers & Executives and Elected Department Heads**

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: N/A

Auditor-Controller Concurrence

As to form:

Recommended Actions:

That the Board of Supervisors:

- a) Adopt and ratify Attachment A which updates compensation for the Undersheriff position and clarifies compensation for other management and executive positions by revising the Management Classification and Salary Plan for Unrepresented Executive and Management Employees (Attachment B contains the tracked changes version) effective June 27, 2022 (Pay Period 15-2022); and
- b) Adopt and ratify the attached Resolution regarding Elected Department Head compensation granting a wage increase of 2.5% effective June 27, 2022 (Pay Period 15-2022); and
- c) Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above actions are government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and are therefore not a project subject to environmental review.

Summary Text:

The recommended actions would approve a change to the Management Classification and Salary Plan (MCSP) for Unrepresented Executive and Management Employees regarding salary band and wage adjustments for certain unrepresented managers (MCSP Section H) and modifies Board Resolution 18-163 to remove reference to a compensation pool that would be applied to Elected Department Heads as a

flat percentage amount. The change to the resolution regarding Elected Department Head compensation is needed because of revisions made to the MCSP on December 7, 2021, which among other things, eliminated the compensation pool and instead provides a general wage increase as well as the opportunity for performance based-pay increases for appointed executives and managers.

Background:

On December 7, 2021, County Human Resources (CoHR) brought revisions to the MCSP to the Board of Supervisors. Some notable changes made at that time were to:

1. Realign safety management positions in the Fire and Probation departments to receive the same general wage increases as Fire Fighter’s Local 2046 and the Probation Peace Officers Association (PPOA) to address compaction issues; and
2. Take an interim step towards aligning the management compensation structure to one that provides general wage increases as well as the opportunity for performance-based pay increases equivalent to a “half step” (or 2.5%) and eliminated the compensation pool approach to management pay increases.

At that time, language impacting specific management classifications was inadvertently left out. Thus, the changes reflected in the attached MCSP rectify this error:

- 1) The single position of Undersheriff will be aligned to the general wage increases for the Sheriff’s Managers Association (SMA);
- 2) Fire and Probation Assistant Department Heads will receive the general wage increases for those corresponding union groups;
- 3) All Appointed Department Heads, non-safety Assistant Department Heads, and employees in non-safety management classifications will receive the same general wage increase as that of the largest employee union group.

It is necessary to revise the resolution regarding Elected Department Head compensation due to the December 2021 changes to the MCSP which eliminated compensation pools which were previously the benchmark by which flat across the board salary increases were applied to Elected Department Heads. The revised resolution (Attachment C) reflects that Elected Department Heads will continue to receive a flat percentage salary increase equal to the negotiated across the board wage increase for the largest employee union.

Fiscal and Facilities Impacts:

Budgeted: Yes **Fiscal Analysis:**

Narrative: The salary increases for safety management positions, safety Assistant Department Heads, including Undersheriff, as well as Elected Department Heads have been incorporated into the estimated increase for the General Fund in the FY 22-23 Budget.

Special Instructions:

Please send one copy of the minute order and signed Resolution to Erin Jeffery, Employment & Workforce Planning Division Chief at emjeffery@countyofsb.org

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Attachments:

Attachment A: MCSP Changes Not Tracked

Attachment B: MCSP Changes Tracked

Attachment C: Elected Department Head Salary Resolution

Authored by:

Erin Jeffery

CC:

Mona Miyasato, County Executive Officer

Rachel Van Mullem, County Counsel

Betsy Schaffer, Auditor-Controller