



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: District Attorney /  
Probation  
Department No.: 064  
For Agenda Of: April 5, 2011  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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TO: Board of Supervisors

FROM: Department Joyce Dudley, District Attorney 568-2306  
Directors Patti Stewart, Chief Probation Officer 882-3656  
Contact Info: Kimbra McCarthy, DA Assistant Director, Administration 568-2304

SUBJECT: **Exempting Two Administrative Professional–Restricted Positions from the Civil Service System – District Attorney and Probation Department**

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**County Counsel Concurrence**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

Approve the attached resolution exempting the Administrative Professional – Restricted positions in the District Attorney's Office and Probation Department from the County's Civil Service System.

**Summary Text:**

The Administrative Professional – Restricted positions in the District Attorney's Office and Probation Department provide secretarial and administrative support services directly to the department directors. The nature of the duties of the Administrative Professionals is such that it involves a critical need for confidentiality and individual commitment to the policies and decisions of their respective directors. Both department directors have requested that these positions be exempted from the Civil Service System in recognition of the unique working relationship between the director and their administrative assistants. The individual employees concur with this action.

**Background:**

In approximately 1991, the County began the conversion of Administrative Professionals from Civil Service protected positions to at will status. It was determined at the time that, as the Civil Service positions were vacated or with the concurrence of the incumbent employee, the positions would be converted to at will with the goal of having the entire class designated as at will. This conversion has

been incrementally occurring over the years to the point that there are seven at will positions and six Civil Service positions.

Positions in the Administrative Professional – Restricted classification provide executive secretarial and administrative assistant responsibilities to department directors. These roles require the highest standards of professionalism, institutional savvy, technical acumen, trustworthiness and individual commitment and compatibility with the department director. At will status recognizes the unique individual commitment and confidential relationship of the Administrative Professionals with their department heads and the sensitivity of the information that department heads share with their Administrative Professionals. At will status also allows the department head to select any qualified individual who wants to function as his/her administrative assistant.

Removing the Administrative Professional – Restricted positions in the District Attorney's Office and the Probation Department will ensure that the department directors may hire and retain employees in these positions that embody these qualifications and is in keeping with past actions to convert positions in this classification to at will.

**Fiscal and Facilities Impacts:** There is no fiscal impact associated with this action.

**Staffing Impacts:**

**Legal Positions:**  
2

**FTEs:**  
2.0

**Special Instructions:**

Please return one copy of the signed Resolution to Andrea Johnson, Human Resources.

**Attachments:**

Resolution

**Authored by:**

Kimbra McCarthy, DA Assistant Director, Administration