



**BOARD OF SUPERVISORS
AGENDA LETTER**

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

Agenda Number:

Submitted on:
(COB Stamp)

Department Name: Human Resources
Department No.: 064
Agenda Date: February 24, 2026
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director: Kristine Schmidt, Human Resources Director
Contact: Erin Jeffery, Fiscal & Workforce Planning Division Chief
SUBJECT: Position Transfers to Human Resources

DocuSigned by:
Kristine Schmidt
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County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Adopt an amendment to the resolution in Attachment A which transfers and reclassifies one 1.0 FTE position from the County Executive Office to the Human Resources Department and transfers one 1.0 FTE position from the Public Defender to the Human Resources Department; and
- b) Determine that the above actions are exempt from California Environmental Quality Act (CEQA) review per CEQA Guidelines Section 15378(b)(4) since the recommended actions are governmental funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Summary Text:

Approval of the recommended actions transfers a Human Resources Manager II from the Public Defender to the Human Resources (HR) Department and transfers a Risk & Safety Management Professional Senior from the Risk Management Division of the County Executive Office (CEO) to HR and reclassifies it to Human Resources Management Professional Senior.

Discussion:

Transferring the Human Resources Manager II position from the Public Defender into the HR Department will increase the HR department's capacity to provide consistent, high-quality support

to other departments that do not have a dedicated HR Manager, while continuing to provide high-level HR expertise to the Public Defender (with 118 employees). Bringing this position into HR will improve alignment and ensure more consistent application of HR practices across the organization. It also allows HR leadership to better leverage staff resources and coordinate workload to respond to departmental needs and deliver more strategic and proactive HR services across the County.

The Risk & Safety Management Professional Senior is responsible for administering the interactive process and disability management functions, including but not limited to conducting interactive processes to identify reasonable accommodations under the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). This position is currently allocated to the Risk Management Division of the CEO's Office, however disability management, which covers both work-related and non-work-related injuries and illnesses, is typically a human resources function. Moving this position into HR and reclassifying it to a Human Resources Management Professional Senior aligns disability management with leave of absence administration, which is already managed by HR. The interactive process, disability accommodations, return to work, and leave management are interconnected and governed by overlapping legal requirements and policies, and bringing these functions into a single department will enhance coordination especially if employees find themselves navigating multiple leave processes. Additionally, reclassifying the position to Human Resources Management Professional Senior aligns it with existing positions within HR that provide similar specialized support to leave of absence management, employee and labor relations, classification and compensation, and employee training and development.

It should be noted the requested changes involve the transfer of existing positions and do not create new roles. The position transfers are intended to improve operational effectiveness and increase consistency in service delivery.

Background:

The HR Department is responsible for providing Countywide support in areas such as employee and labor relations, leave of absence management, benefit administration, classification and compensation, enterprise recruiting, policy guidance, and compliance. Given the complexity of administering HR services and the importance of consistent application of HR practices, coupled with limited resources, it is important to have related functions organized in a manner that promotes coordination, accountability, and effective service delivery.

The HR Manager II classification is a strong generalist human resources management classification, able to implement HR best practices in daily operations and support department supervisors and managers across a wide variety of everyday employment issues, such as recruiting and onboarding, managing performance, and leaves of absence. Several smaller departments do not have a dedicated generalist HR Manager II assigned to support their operational and workforce needs. This has placed additional demands on specialist resources (particularly employee relations and county counsel) to meet that need. Over the last few years, the central HR department has moved to strengthen its generalist support for these smaller departments at the management level (HR Manager I or II) through its "business services" function. The business service function also supports those HR managers who are embedded in departments (usually departments with 300 or more employees) to ensure their success and the consistent application of HR practice across the organization.

In the last few years, the HR department has increased leave of absence staff support to departments and implemented the Workforce leave management software, which has greatly improved the organization's ability to monitor leaves of absence, communicate with absent employees, document medical necessity, and support return to work. Disability management functions are closely related

to leave of absence functions, serve the same employees, and rely on overlapping legal and operational frameworks including compliance with the Americans with Disabilities Act (ADA), the California Fair Employment & Housing Act (FEHA), the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and County policies. Staff see similar opportunities to enhance the effectiveness of the disability management function through use of the Workforce software system and through other synergies with the leave of absence management function in HR.

To address these challenges and improve service delivery, HR is requesting approval to transfer two existing positions into the HR Department.

Fiscal and Facilities Impacts:

Budgeted: Partially; the net costs of transferring the Risk & Safety Management Professional Senior position from CEO Risk Management and reclassifying it to HR Management Professional Senior are estimated to be \$10,300, or approximately \$3,500 for the remainder of FY 2025-26, which HR will absorb within existing budget. The Risk & Safety Management Professional Senior position is funded through the Workers Compensation internal service rates charged to departments and will continue to be funded through these rates in FY 2026-27.

There is no fiscal impact resulting from the transfer of the HR Manager II position from Public Defender because the position is funded by the General Fund.

Staffing Impacts:

Reduce the position allocations in the County Executive Office and Public Defender by one (1.0) FTE respectively and increase the position allocation in the Human Resources Department by two (2.0) FTE.

Position Request Summary

Legal Position Title	Number of FTE	Estimated Cost
Risk & Safety Management Professional Senior (from CEO-Risk Management)	-1.0	-\$200,300
HR Management Professional Senior	1.0	\$210,600
HR Manager II (from Public Defender)	-1.0	-\$214,700
HR Manager II	1.0	\$214,700
Total	0	\$10,300

Special Instructions:

Please email one (1) copy of the Minute Order and fully executed amended Salary Resolution to HRPositionControl@countyofsb.org and HRBLCoordinator@countyofsb.org

Attachments:

Attachment A – Salary Resolution Amendment Position Transfers to HR

Contact Information:

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