

**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:** 5/25/05  
**Department Name:** Human Resources  
**Department No.:** 064  
**Agenda Date:** 6/7/05  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** Susan Paul, Human Resources Director  
**STAFF CONTACT:** Theresa Duer, Deputy Human Resources Director  
568-2822  
**SUBJECT:** Reconciliation of Allocated Positions and Classification Studies

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**Recommendation(s):**

That the Board of Supervisors:  
Adopt one resolution, effective June 6, 2005, as follows:

- A. RETITLE JOB CLASS AND INCREASE SALARY  
From: Financial Audit Supervisor (Class 3500), Range 5936 (\$4,685-\$5,719 per month)  
To: Audit Supervisor (Class 3500), Range 6326 (\$5,690-\$6,947 per month)
  
- B. ESTABLISH JOB CLASSIFICATION  
Alcohol, Drug, and Mental Health Services Program Manager I, (Class 5182), Range 6184  
(\$5,301-\$6,472 per month)

RETITLE JOB CLASSIFICATION

From: Mental Health Program Manager (Class 5183), Range 6324 (\$5,685-\$6,940 per month)  
To: Alcohol, Drug, and Mental Health Services Program Manager II

REALLOCATE POSITIONS

From: Mental Health Program Manager  
To: Alcohol, Drug, and Mental Health Services Program Manager I/II

**Alignment with Board Strategic Plan:**

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

**A. Executive Summary and Discussion:**

The Auditor-Controller requested a review of the Financial Audit Supervisor classification by Human Resources for the purpose of addressing recruiting and retention issues associated with this classification. Human Resources reviewed the information provided by the Auditor-Controller as well as data from previous recruitments and recommends changing the title to Audit Supervisor

and increasing the salary to range 6326. Human Resources and the Auditor-Controller believe this change will significantly enhance our ability to attract and retain a highly qualified candidate.

The salary recommendation was based on aligning the Audit Supervisor with other supervisors in the Auditor-Controller's office. It also provides an additional career path for staff in the Auditor-Controller's office and will provide them with the opportunity to gain supervisory experience, which will help prepare them for even more senior positions.

**Fiscal Impact:**

The cost of the increase in salary for the Auditor Supervisor is approximately \$12,060 annually and will be funded within the existing appropriations of the Auditor-Controller budget for FY 05-06. Due to recruitment timelines there will be no cost for FY 04-05.

**B. Executive Summary and Discussion:**

Human Resources has completed a study of the Mental Health Program Manager job classification and recommends changes to this class that will enhance ADMHS's ability to provide assessment, prevention, intervention, and treatment services to clients. As a result of this study, Human Resources found this current class was created before ADMHS instituted an integrated service delivery system to people with co-occurring alcohol and other drug-related problems and mental illness conditions and, therefore, does not meet the department's current staffing needs. In addition, staffing needs are further impacted by this classification's narrow employment standards that do not allow ADMHS the flexibility of employing either licensed or non-licensed professional program managers as needed.

Therefore, Human Resources recommends creating a flexible job class series by revising the existing Mental Health Program Manager job classification to allow both Mental Health and Alcohol and Drug Program assignments; changing its title to ADMHS Program Manager II; and establishing a lower level job classification, ADMHS Program Manager I, that does not contain a licensure/certification requirement. There is no change to the salary of the licensed/certificated class. The salary for the lower, non-licensed/non-certified classification is based upon internal salary relationships within the ADMHS Department. There will be no ripple effects elsewhere in the County from these changes.

The Department of ADMHS provides the following information as requested:

1. Explain the reason for the organizational changes that resulted in this request to allocate positions to the new classification.

One of ADMHS' goals is to integrate Alcohol Drug and Mental Health services in the Department. The broadening of the Mental Health Program Manager position to an ADMHS Program Manager classification will allow the flexibility for ADMHS to better serve the public in treating clients with co-occurring conditions. The development of this classification is cutting edge in the Alcohol Drug and Mental Health field and having management that understands this will allow us to better adapt to this emergent environment.

2. Describe the impact the change in allocation will have on service levels to the public, other departments, or other organizations.

In the old system a client would need to go to two different systems to get their conditions treated and most often there are co-occurring issues with our clients. With the new integrated system, ADMHS will have a one-stop service delivery system.

3. Identify the impacts the change will have on overall productivity and efficiency in the department and how those impacts will be measured.

With the integration of Alcohol and Drug and Mental Health Service, ADMHS will not be duplicating services. We will be better organized with more resources available to respond to client's needs.

4. Explain how the proposed change will impact the department's ability to adapt to future changes in workload or programs.

In the Mental Health and Alcohol & Drug industry, treating co-occurring conditions is the future. It is estimated that 60-70% of mental health clients have significant alcohol and/or drug issues and 40-50% of clients with addiction have significant mental health issues. Having management that understands this will help us adapt to this environment.

5. Identify the effect the change will have on related classes in the department.

The expansion of the Program Manager level to two levels will provide a career ladder for employees in related classes.

6. Include a statement that indicates that the County Executive Office has reviewed and approved the organizational change and the resulting impacts.

The County Executive Office has reviewed and approved this organizational change and the resulting impact.

7. Identify the fiscal impact of the request and funding sources for the current and future fiscal years and include a statement as to how any increased cost will be absorbed within the department's current budget and how the shifting of these fiscal resources will impact other aspects of your organization.

The development of this flex classification to include an ADMHS Program Manager Level I and Level II will not have an adverse fiscal impact. Level I is funded 7% lower than Level II. In the current fiscal year and for fiscal year 05-06, all Mental Health Program Manager positions are funded at the higher level, Level II. In fact, this could allow for potential savings if future vacant positions were filled at Level I.

**Mandates and Service Levels:**

No change.

**Fiscal and Facilities Impacts:**

There are no fiscal or facilities impacts from establishing or renaming job classifications.

**Special Instructions:**

Please send one copy of the approved resolution to Sandra Viola, Human Resources Department.

CC: County Executive Office  
ADMHS  
Auditor-Controller  
SEIU, Local 620

**RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

IN THE MATTER OF AMENDING RESOLUTION )  
 NO. 04-190, AS AMENDED, BEING THE SALARY ) RESOLUTION NO. \_\_\_\_\_  
RESOLUTION OF THE COUNTY OF SANTA BARBARA )

WHEREAS, Salary Resolution No. 04-190 established a Classification Plan, and authorized Departmental Position Allocation effective July 5, 2004; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 04-190, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 04-190, adopted by this Board on July 6, 2004, is hereby amended by amending that (those) portion(s) of Section(s) 2 and 4 to read as follows effective June 6, 2005:

**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>					
003500	AUDIT SUPERVISOR	6326	A-E	\$32,717-\$39,940	NO
005183	ADMHS PROGRAM MGR II	6324	A-E	\$32,684-\$39,901	NO
<u>Establish:</u>					
005182	ADMHS PROGRAM MGR I	6184	A-E	\$30,480-\$37,209	NO

**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>ADMHS (#5250)</u>				
Reallocate 9 positions				
From:	005183		000	ADMHS PROGRAM MGR II
To:	005182		009	ADMHS PROGRAM MGR I OR
	005183			ADMHS PROGRAM MGR II
<u>ADMHS (#5260)</u>				
Reallocate 1 position				
From:	005183		000	ADMHS PROGRAM MGR II
To:	005182		001	ADMHS PROGRAM MGR I OR
	005183			ADMHS PROGRAM MGR II

2. Except as amended by this Resolution, Resolution No. 04-190 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 \_\_\_\_\_, 2005, 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  
6/7/05

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