

**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:** 7/6/06  
**Department Name:** Treasurer-Tax Collector  
**Department No.:** 065  
**Agenda Date:** 7/18/06  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Bernice James  
Treasurer-Tax Collector-Public Administrator

**STAFF** Stacey Matson, Treasury Finance Chief

**CONTACT:** 568-2158

**SUBJECT:** Establish One Unfunded At-will Executive Secretary

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**Recommendation(s):**

That the Board of Supervisors:

Adopt an amendment to the Salary Resolution of the County of Santa Barbara, effective July 31, 2006, establishing one unfunded at-will Executive Secretary position in the Treasurer-Tax Collector-Public Administrator Department.

**Alignment with Board Strategic Plan:**

This recommendation is primarily aligned with Goal #3- a strong, professionally managed County organization.

**Executive Summary and Discussion:**

It is recommended that your Board adopt the attached resolution adding an unfunded at-will position (1.0 FTE) in the Treasurer-Tax Collector-Public Administrator Department. The current executive secretary for the department director has been on a medical leave since January 2006. It is unknown when and if the employee will be able to return to this position. Approval of this Resolution authorizing the unfunded position is necessary for the efficiency of the department's operations.

**Mandates and Service Levels:**

None from the requested action.

**Fiscal and Facilities Impacts:**

The individual who is on leave is already budgeted within the Department's adopted 2006-2007 budget. The unfunded position that will be filled to cover while this individual is on leave will be paid for by anticipated salary savings. The estimated cost is \$74,374, for salaries and benefits.

**Concurrence:**

Human Resources Department  
County Executive Office