



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: January 25, 2022
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

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

SUBJECT: **Reclassifying One Position in the CEO's Office and Exempting the Position from the Civil Service System**

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Adopt the resolution in Attachment A effective January 24, 2022 which reclassifies one position in the County Executive Office to the Department Business Specialist I/II-Restricted classification by amending the Salary Resolution; and
- b) Adopt the resolution in Attachment B effective January 24, 2022 which exempts that Department Business Specialist I/II - Restricted position in the County Executive Office from the County's Civil Service System; and
- c) Determine that the above action is a government fiscal activity or funding mechanism which does not involve any commitment to any specific project which may result in potential physical impacts on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4) of the CEQA guidelines.

Summary Text:

The County Executive Office (CEO) has re-envisioned and re-designed the administrative support function within the office. As a result of this effort, the Department Business Specialist I/II - Restricted (DBS) classification is the most appropriate for this assignment. Approval of the recommended actions will reclassify an existing position to establish this DBS-Restricted position and assign an "at-will" designation which exempts this position from the County's Civil Service System, which is consistent with other positions in the CEO's Office that work on highly confidential matters and make recommendations on departmental process improvement and/or departmental policies, among other support duties.

Background:

The CEO’s Office has evaluated existing functions related to administrative support and is redesigning the way this work is handled within the office. This new position is responsible for: Board Letter and Board Packet Process Management within the CEO’s Office; supporting executive meetings including developing agendas, gathering materials and performing research, and leading certain meetings; department business processes including departmental payroll/timesheets including corrections and/or adjustments, HRIS transactions, on- and off-boarding CEO and Board staff, support of day-to-day departmental processes and operations under the direction of the Business Manager; calendar management for the County Executive Officer and Assistant County Executive Officer; and supervision of staff.

Positions in the Department Business Specialist (DBS) classification are expected to be knowledgeable in department business processes and support departmental staff in order to improve service delivery. These roles require high levels of judgment, discretion, and independent decision-making. Additionally, this specific position requires the highest standards of confidentiality, professionalism, savvy, technical acumen, and trustworthiness as it supports the work of the CEO’s Office. For this reason, an at-will designation is necessary and consistent with other positions performing similar assignments.

Fiscal and Facilities Impacts:

Budgeted: Yes **Fiscal Analysis:**

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ (9,300.00)	\$ (22,700.00)	
State			
Federal			
Fees			
Other:			
Total	\$ (9,300.00)	\$ (22,700.00)	\$ -

Narrative: This change will result in a small Salary and Benefit savings to the Department.

Special Instructions:

Please return one copy of the approved and signed Resolutions and one copy of the minute order to Stefan Brewer, Human Resources Department, at sbrewer@countyofsb.org

Attachments:

- Attachment A – Salary Resolution
- Attachment B - At-Will Resolution

Authored by:

E. Jeffery

cc:

Mona Miyasato, County Executive Officer