



**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

Submitted on:
(COB Stamp)

Department Name: Human Resources
Department No.: 064
Agenda Date: August 26, 2025
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Kristine Schmidt, Human Resources Director
Mark Hartwig, Fire Chief
Contact: Erin Jeffery, Fiscal & Workforce Planning Division Chief, 805-568-2808
SUBJECT: Establish New Job Classification of Aircraft Mechanic Lead

DocuSigned by:
Yvonne Torres
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Assistant HR Director

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 to establish the job classification of Aircraft Mechanic Lead (Class #000416, Range #000416, \$48.800 - \$59.317 per hour) and reclassify one (1) 1.0 FTE legal position in the Fire Department to this new job classification; 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 government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

Approval of the recommended action would establish the job classification of Aircraft Mechanic Lead and reclassify an existing vacancy in the Fire Department to this new job classification.

Discussion:

The new classification is intended to improve operational efficiency, enhance coordination among Aircraft Mechanics, and support increased productivity within the Air Support Unit (ASU). Although a formal classification series has not been established, the Aircraft Mechanic Lead role is designed as a higher-level position for experienced mechanics who assume greater responsibility. The position requires advanced experience, additional licensure, and specialized technical knowledge in aircraft maintenance. This position will provide guidance, training, and direction of daily work activities without serving in a formal supervisory capacity.

In accordance with the Employer-Employee Relations Policy, all recognized employee organizations were notified of the County’s intent to assign the classification to Bargaining Unit 24 (Administrative, Technical, Office & Health Service, Non-Supervisory), represented by SEIU, Local 620, and there were no objections. The County met and conferred with the Union, and the parties reached agreement on the proposed salary.

Background:

The Santa Barbara County Fire/Sheriff Air Support Unit (ASU)’s maintenance operations are currently staffed by two full-time Aircraft Mechanic positions (one in Fire and one in Sheriff); a third position in the Fire department is currently vacant.

As the unit’s responsibilities have increased, it has become clear that having a lead-level aircraft mechanic position would improve the organization and increase efficiency of maintenance operations. The Aircraft Mechanic Lead will direct daily maintenance tasks, assist ASU management with long-term maintenance scheduling, and perform hands-on maintenance and repairs on aviation assets. The classification enables experienced mechanics to perform higher-level technical and operational functions essential to the unit’s efficiency and performance.

Fiscal Analysis:

Budgeted: Yes. The existing Aircraft Mechanic position is budgeted at \$185,795 in the FY 2025-26 Adopted Budget. The proposed reclassification to Aircraft Mechanic Lead will result in an estimated increase of \$14,272, for a total cost of \$200,067 annualized. The increase in total cost of this position will be covered by salary savings.

Funding Source	FY 2025-26	Annualized
Fire District Fund	\$185,795	\$201,359
Total	\$185,795	\$201,359

The actual cost for FY 2025-26 is estimated to not exceed \$151,020, based on filling the vacancy in Q2 of FY2025-26.

Staffing Impacts:

Position Request Summary

Legal Position Title	Number of FTE	Estimated Cost
Aircraft Mechanic Lead	1	\$201,359

Total	1	\$201,359
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Legal Positions: No Change

FTEs: No Change

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 Aircraft Mechanic Lead

Attachment B – Proposed Class Specification for Aircraft Mechanic Lead

Contact Information:

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