

**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: 11/26/03
Department Name: Human Resources
Department No.: 064
Agenda Date: 12/9/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Scott J. Ullery
Deputy County Administrator

STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822

SUBJECT: Reconciliation of Allocated Positions and Classification Studies

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution, effective December 8, 2003, as follows:

ESTABLISH JOB CLASSIFICATION

Risk Program Administrator (Class 006696), Range 6514 (\$6,228-\$7,604 per month).

GENERAL SERVICES LIABILITY (#8631)

Delete: 1.0 FTE Risk Analyst Supervising (Class 006693), Range 6324 (\$5,685-\$6,940 per month).

Add: 1.0 FTE Risk Program Administrator (Class 006696), Range 6514 (\$6,228-\$7,604 per month).

Alignment with Board Strategic Plan:

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

Executive Summary and Discussion:

The General Services Department requested a classification study of the management position responsible for Liability and Loss Prevention in the Risk Management Division as a result of a reorganization. The department has reorganized the Risk Division by separating the Liability, Loss Prevention, and other insurance programs from the Workers' Compensation program. The department believes this will provide them with the ability to better manage both of these programs. As a result of the study the Human Resources Department is recommending the creation of the Risk Program Administrator. This new management classification reflects the new organization where there is no longer a single manager over the entire risk function. We will be deleting a Risk Analyst, Supervising position from the Liability program so this change will have no net impacts on FTEs for the department.

Human Resources considered both internal equity and market factors when setting the salary for this class, with an emphasis on the internal relationships. This was due to the fact that there were no exact comparisons externally, although our study did indicate that other jurisdictions are looking at similar reorganizations of their Risk Management programs. As this is a very specialized classification, we do not anticipate any ripple effects as a result of this new class.

Below we have included the General Services Department's response to the seven questions requested by the Board Chair for classification modifications.

- 1) The reason for this organizational change is to finalize an interim organizational change implemented over a year ago (September 24, 2002) in the Risk Management division.
- 2) There will not be an impact on service levels due to this change.
- 3) There will only be positive impacts because of this change. The Risk Management division will operate as efficient, if not more efficient as it has been operating over the past two years.
- 4) The Department's ability to adapt will be positive because the defined duties among staff would make the organization more effective.
- 5) This change will not affect related classes in the department.
- 6) The board approved the interim organizational changes on September 24, 2002 with the expectation of returning to the Board to make the final change.
- 7) There are no increased costs because the dollars are already allocated at the same salary in the current management specialist level. This money is included in the FY 2003/2004 budget.

Mandates and Service Levels:

No change.

Fiscal and Facilities Impacts:

The fiscal impact is identified in #7 above.

Special Instructions:

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

CC: County Administrator
Ron Cortez, General Services

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

IN THE MATTER OF AMENDING RESOLUTION)
NO. 03-210, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 03-210 established a Classification Plan, and authorized Departmental Position Allocation effective July 7, 2003; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 03-210, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 03-210, adopted by this Board on July 8, 2003, is hereby amended by amending that (those) portion(s) of Section(s) 2, and 4 to read as follows effective December 8, 2003:

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>Establish:</u> 006696	RISK PROGRAM ADMIN	6514	A-E	\$35.933-\$43.867	NO

SECTION 4. Departmental Position Allocation

<u>DEPARTMENT/BUDGET UNIT</u>	<u>ACTION/AFFECTED POSITION #</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>GENERAL SERVICES LIABILITY (#8631)</u>					
Delete 3840	006693			000	RISK ANALYST SUPERVISING
Add 1 New	006696			001	RISK PROGRAM ADMIN

2. Except as amended by this Resolution, Resolution No. 03-210 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 _____, 2003, 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
12/9/03

By: _____ (SEAL)
Deputy Clerk