



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: CEO/Human Resources
Department No.: 064
For Agenda Of: 8/28/07
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Select_Board(s) Board of Supervisors
FROM: Select_From Susan Paul, Assistant CEO/HR Director 568-2817
Contact Info: Theresa Duer, Assistant HR Director 568-2822
SUBJECT: Classification and Position Changes

County Counsel Concurrence

As to form: Select_Concurrence X

Recommended Actions:

That the Board of Supervisors adopt one resolution, effective August 27, 2007:

A. Establish Job Classifications

EDP Systems & Programming Analyst I-R (Class #2551), Range 6136, (\$5,176-\$6,319/month).
EDP Systems & Programming Analyst II-R (Class #2554), Range 6336, (\$5,719-\$6,981/month).

Position Reallocation-Human Resources

CEO/Human Resources (#1010)

Reclassify:

From: 1.0 FTE Computer Systems Spec I/II-R (Class 2173/2176)

To: 1.0 FTE EDP Sys & Prog Anlst I/II-R (Class 2551/2554)

B. Position Reallocation-Public Works

Public Works – Solid Waste (#8810)

Reclassify:

From: 1.0 FTE Public Works Prgm Spec Sr (Class 6357)

To: 1.0 FTE Staff Analyst (Class 7095)

Public Works – Flood Control (#8998)

Add: 1.0 FTE Departmental Asst Sr (Class 2168)

Delete: 1.0 FTE Hydrologist (Class 4097)

C. Special Duty Pay

GENERAL SERVICES

Delete 5% Special Duty Pay for 1 HVAC Specialist.

That the Board of Supervisors adopt one resolution, effective August 27, 2007:

D. Designate Position No. 4888, Executive Secretary for the County Executive Officer, exempt from the Civil Service System.

Summary Text:

- A. This action establishes the job classifications of EDP Systems and Programming Analyst I Restricted and EDP Systems and Programming Analyst II Restricted for positions allocated to Bargaining Unit 32 – Confidential. This action also reclassifies a Computer Systems Specialist I/II Restricted position to a flexibly staffed EDP Systems and Programming Analyst I/II Restricted position in the CEO/Human Resources Department, recognizing the position’s role and responsibilities associated with the implementation of the Human Resources Information System for the County.
- B. This action adds and deletes positions recommended by the County Executive Officer during the budget process and classified by the CEO/Human Resources Department.
- C. This action deletes a special duty allowance for one HVAC Specialist position assigned to work in the County jail. The compensation language is included in the Memorandum of Understanding between SEIU Local 620 and the County and is therefore redundant.
- D. This action exempts an Executive Secretary from the civil service system. This position provides confidential secretarial services in the County Executive Office. This action is aligned with previous Board actions exempting executive secretary positions from the civil service system.

Fiscal and Facilities Impacts:

- A. This change will result in a potential annual fiscal impact of \$10,555. However, it is anticipated that the position will be hired at a salary step within the adopted budget of \$73,222 for this position. Therefore, no any additional funding is requested as a result of the change.
- B. The fiscal impact is identified in the adopted budget.
- C-D. There is no fiscal impact associated with these actions.

Special Instructions:

Please send one copy of the each of the approved resolution to Susan Kean in CEO/HR.

Authored by: Theresa Duer

cc:

Public Works
General Services
County Executive Office
SEIU, Local 620
Eng & Techs Assoc