



**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: 10/17/2006
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s) Susan Paul, Assistant CEO/HR Director, 568-2817
Contact Info: Joseph Pisano, Senior HR Analyst, 568-2839

SUBJECT: Compensation and Classification Issues

County Counsel Concurrence:

As to form: Yes No N/A

Auditor-Controller Concurrence:

As to form: Yes No N/A

Other Concurrence: N/A

As to form: Yes No N/A

Recommended Action(s):

That the Board of Supervisors approve negotiated adjustments to align compensation and address organizational issues by adopting the following:

- a) A resolution effective October 9, 2006 adding a 10% Special Duty Pay for individuals in the classification of Laboratory Assistant who earn and maintain the certificate of Certified Phlebotomy Technician required by the State of California and who are required to perform phlebotomy duties as a regular part of their work assignments in the Public Health Department;
- b) A resolution effective October 9, 2006 implementing a salary increase of 17% for the Cook classification in the Probation Department;
- c) A resolution effective October 9, 2006 implementing a salary increase of 22% for Forensic Technician classifications in the Sheriff's Department;
- d) A resolution effective October 9, 2006 implementing a salary increase of 35% for the Polygraph Examiner classification in the Sheriff's Department;
- e) A resolution effective April 9, 2007 implementing a salary increase of 10% for Environmental Health Specialist classifications in the Public Health Department;
- f) A resolution effective April 9, 2007 implementing a salary increase of 5% for Hazardous Materials Specialist classifications in the Fire Department.

Summary:

The County continues to experience significant turnover in many of its highly technical and specialized disciplines. Compensation for these positions has exacerbated the issue and has

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made it difficult to recruit and to fill vacancies. Staff has met and conferred with the affected employee organizations and has had discussions with representatives from the County Departments where these positions are allocated. The actions outlined in this Board letter are aimed at addressing various compensation and organizational issues and are within the parameters previously established by the Board.

Background:

Employing Laboratory Assistants who are Certified Phlebotomy Technicians is critical to the Public Health Department. The Department's Clinical Laboratories could not function without skilled phlebotomists who are responsible for drawing blood for the various tests and analyses performed on behalf of Public Health Department patients. The State of California has recently implemented more rigorous regulations governing the certification of phlebotomists, and market conditions are such that other local employers are offering signing and retention bonuses for phlebotomists in order to attract and retain certified personnel. In addition, local private laboratory enterprises are paying salaries approximately 13% higher for comparable positions. The requested 10% Special Duty Allowance will aid the County in maintaining certified phlebotomy personnel.

The Probation Department has experienced considerable turnover in the Cook job classification in recent years and has found it difficult to fill vacancies. Since 2002, five incumbents have left this position, which is significant given that there are only three positions allocated. When vacancies exist, the Department has been forced to assign Juvenile Institutions Officers to help staff the kitchen, which is comparatively costly. A survey of comparison counties shows that the salary for the Cook classification in Santa Barbara County's Probation Department is approximately 16% behind the market. The recommended increase will bring compensation for Cooks in Probation institutions to the same level as the Cooks in Sheriff's institutions, stabilize positions in the Probation Department, and improve the County's ability to keep these positions filled.

Forensic Technicians are highly technical professionals who collect, photograph, and analyze fingerprints and other crime scene evidence. They also represent the County and testify as expert witnesses in court. Santa Barbara County Forensic Technicians are paid approximately 25% below the market for this profession. In the last two years, three incumbents have separated from County service: two left for other law enforcement agencies with higher compensation and one for unspecified reasons. This turnover is significant given that there are only three positions allocated to the classification.

Like Forensic Technicians, Polygraph Examiners are highly trained professionals who assist in criminal investigations and testify in court. Regional survey data on Polygraph Examiners shows that the salary for this classification has fallen approximately 48% below the market. The department employs one regular employee and uses extra-help employees to address workload issues, including background investigations on potential Sheriff's Department employees. The Department has been unable to recruit extra help staff because of the salary issue. The recommended increases are aimed at improving the County's ability to maintain the necessary talent in both the Forensic Technician and Polygraph Examiner classifications which provide essential investigative support services in the Sheriff's Department.

CEO/HR identified the Environmental Health Specialist classification in the 2005 Strategic Scan as a classification with salary significantly below the comparative job market. Currently the compensation

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for this classification is 18% behind the market, and applicant pools continue to shrink. CEO/HR recommends a 10% increase for this position effective in April 2007 to provide more competitive salaries and improve the County's ability to attract professionals who perform health and safety compliance inspections in the community.

Hazardous Materials Specialists provide regulatory oversight for facilities that operate underground and aboveground storage tanks, enforce hazardous materials regulations, and provide countywide response to hazardous materials emergencies. This classification is approximately 20% below the market for similar positions in comparison counties. Applicant pools for certified staff have remained consistently limited over the last several years. CEO/HR recommends an equity adjustment of 5% in April 2007 to bring the salary for this position closer to the market, recognize the increasingly complex work Hazardous Materials Specialists perform, and address recruiting problems.

Fiscal and Facilities Impacts:

Budgeted: Yes No

Fiscal Analysis:

The recommended 10% Special Duty Pay for certified phlebotomists affects seven current employees in the Public Health Department. The estimated additional cost of the recommended action for the remainder of Fiscal Year 2006-07 is approximately \$20,000 and approximately \$26,000 annually thereafter. Approval of this action will not increase the Public Health Department's use of General Fund resources. Partial funding will be achieved through billing the State for the Phlebotomy services performed, and the additional cost will be absorbed within the existing Public Health Department budget, primarily through projected salary savings.

The recommended equity adjustment for the Cook classification affects three employees in the Probation Department. The total estimated cost for the recommended action is approximately \$15,000 for the remainder of Fiscal Year 2006-07 and approximately \$20,000 annually beginning in Fiscal Year 2007-08. The Probation Department will absorb the costs of the increases within its current budget allocation.

The recommended equity adjustments for the Forensic Technician and Polygraph Examiner classifications affect three employees in the Sheriff's Department. The total estimated cost for the recommended increases is approximately \$36,000 for the remainder of Fiscal Year 2006-07 and approximately \$50,000 annually beginning in Fiscal Year 2007-08. The Sheriff's Department will absorb the costs of these increases within its current budget allocation.

The recommended equity adjustment for Environmental Health Specialists affects 21 employees in the Public Health Department. The estimated cost is approximately \$36,000 for the remainder of Fiscal Year 2006-07 and approximately \$142,000 annually beginning in Fiscal Year 2007-08. The cost of the increase will be managed within current budgetary parameters.

The recommended equity adjustment for Hazardous Materials Specialists affects 13 employees in the Fire Department. The estimated cost is approximately \$12,000 for the remainder of Fiscal Year 2006-07 and approximately \$47,000 annually beginning in Fiscal Year 2007-08. The Fire Department will absorb the costs within its current budget allocation.

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The total of all recommended actions will increase the County's costs by approximately \$119,000 in Fiscal Year 2006-07 and approximately \$285,000 annually thereafter. Of the annualized cost, approximately \$43,600 will be in the form of an increase in the County's contributions to the Retirement System. The biannual actuarial study of the Santa Barbara County Retirement System as adopted by the Retirement Board and the Board of Supervisors includes certain economic and non-economic assumptions in setting the employer's contribution rate. These assumptions include projected cost-of-living, merit, and career advancement pay increases for employees.

Staffing Impact(s):

Legal Positions:

FTEs:

Special Instructions:

Please return one copy of the signed resolution to Susan Kean in the Human Resources Department and send a copy of the Minute Order and the approved Resolution to PHD Contracts Unit, 300 North San Antonio Road, Building 8, Santa Barbara, CA 93110 Attn: Dawn McGrew (805) 681-5205.

Attachments:

Authored by: Joseph Pisano

cc: County Executive Officer
Auditor Controller
Retirement Administrator
Sheriff
Chief Probation Officer
Public Health Director
Clerk Recorder Assessor
Planning and Development Director
Public Works Director
Fire Chief

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

IN THE MATTER OF AMENDING RESOLUTION)
NO. 06-206, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 06-206 established a Classification Plan, and authorized Departmental Position Allocation effective July 3, 2006; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 06-206, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 06-206, adopted by this Board on July 11, 2006, is hereby amended by amending that (those) portion(s) of Section(s) 2 and 7 to read as follows effective October 9, 2006:

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>Change:</u>					
1875	COOK	4876	A-E	\$15.874-\$19.379	YES
4105	FORENSIC TECHNICIAN I	5156	A-E	\$18.254-\$22.284	YES
4106	FORENSIC TECHNICIAN II	5646	A-E	\$23.307-\$28.452	YES
4107	FORENSIC TECHNICIAN SR	5896	A-E	\$26.401-\$32.230	YES
6045	POLYGRAPH EXAMINER	6072	A-E	\$28.824-\$35.188	YES

SECTION 7. Specialized Duties

ALLOWANCES -- The following allowances shall be paid only upon the written certification by the Department Head to the Assistant CEO/Human Resources Director of the names of the eligible employees.

- b. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of ten percent (10%) of the basic salary assigned to the classification. The number of employees assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u> PUBLIC HEALTH	<u>Classification Title</u> LABORATORY ASSISTANT	Maximum No. of Employees <u>Authorized</u> limited to # of allocated positions
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2. Except as amended by this Resolution, Resolution No. 06-206 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 _____, 2006, 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
10/10/06

By: _____ (SEAL)
Deputy Clerk

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

IN THE MATTER OF AMENDING RESOLUTION)
NO. 06-206, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 06-206 established a Classification Plan, and authorized Departmental Position Allocation effective July 3, 2006; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 06-206, as amended, in the manner provided in this Resolution;

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

1. Resolution No. 06-206, adopted by this Board on July 11, 2006, is hereby amended by amending that (those) portion(s) of Section(s) 2 to read as follows effective April 9, 2007

SECTION 2. Job Classification Table

<u>JOB CLASS</u>	<u>TITLE</u>	<u>SALARY INCREASE PERCENTAGE</u>	<u>OT ELIGIBLE</u>
<u>Change:</u>			
3275	ENVIRON HEALTH SPEC TR	10%	YES
3276	ENVIRON HEALTH SPEC	10%	YES
3285	ENVIRON HEALTH SPEC SR	10%	YES
3279	ENVIRON HEALTH SPEC SUPV	10%	NO
3290	ENVIRONMENTAL HEALTH TECH	10%	YES
3858	HAZ MATERIALS SPEC I	5%	YES
3859	HAZ MATERIALS SPEC II	5%	YES
3860	HAZ MATERIALS SPEC III	5%	YES
3871	HAZ MATERIALS SPEC SR	5%	YES
3872	HAZARD MATERIALS SUPV	5%	YES

2. Except as amended by this Resolution, Resolution No. 06-206 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 _____, 2006, 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
10/10/06

By: _____ (SEAL)
Deputy Clerk