



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:** 3/21/2023  
**Placement:** Departmental  
**Estimated Time:** 15 minutes  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Maria Elena De Guevara, Human Resources Director  
Director(s) 805-568-2800  
Contact Info: Erin Jeffery, Employment & Workforce Planning Division Chief  
805-568-2808

**SUBJECT:** Compensation and Benefits Resolution and Salary Increase for Elected  
Department Heads

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form: Select\_Concurrence

**Auditor-Controller Concurrence**

As to form:

**Recommended Actions:**

That the Board of Supervisors:

- a) Adopt Attachment A effective April 3, 2023 which establishes a Compensation and Benefits Resolution for Elected Department Heads; and
- b) Adopt Attachment B which revises the Personnel Benefits Resolution for Management and Confidential-Unrepresented Employees (Attachment C contains the tracked changes version) effective April 3, 2023; and
- c) Approve an amendment to the Salary Resolution (Attachment D) retitling the five (5) Elected Department Head positions and affixing specific rates of pay to those positions effective April 3, 2023; and
- d) Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above actions are 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, and are therefore not a project subject to environmental review.

**Summary Text:**

The recommended actions establish a distinct and comprehensive Compensation and Benefits Resolution for Elected Department Heads effective April 3, 2023 which provides a 5% salary increase to Elected Department Heads effective PP2023-21 (September 18, 2023), establishes a methodology and index for future increases to Elected Department Head salaries, and clearly identifies the benefits afforded to Elected

Department Heads. The Personnel Benefits Resolution for Management and Confidential-Unrepresented Employees is being revised to remove reference to Elected Officials, clarifies language regarding emergency overtime and accrued holiday roll over, and adds language regarding taking protected time off to care for a “designated person” in accordance with AB1041.

Since Elected Department Head salaries and salary increases are authorized by Resolution as set by the Board of Supervisors, the accompanying amendment to the Salary Resolution retitles the five Elected Department Head positions and affixes specific rates of pay to the individual positions.

County Human Resources (CoHR) recommends, and the Elected Department Heads support, using the same October Consumer Price Index-Urban (CPI-U) for the Los Angeles-Long Beach-Anaheim area that is used to adjust Board Member salaries.

**Background:**

Elected Department Head compensation and salary increases are authorized by Resolution as set by the Board of Supervisors (Board). On August 30, 2022 the Board approved a salary increase of 2.5% for the Auditor-Controller, Clerk-Recorder-Assessor, Sheriff, and Treasurer-Tax Collector; the Board approved a 3.5% salary increase for the District Attorney. The Board also directed CoHR to return with a longer-term solution to address salary increases for these five (5) Elected Department Heads.

A summary of the changes for Elected Department Heads, as reflected in Attachment A are:

- Provides a 5% salary increase effective Pay Period 2023-21 (September 18, 2023) based on the October 2022 CPI-U for the Los Angeles-Long Beach-Anaheim area
- Provides for future salary increases from a minimum of 0% up to a maximum of 5% based on the October CPI-U to be effective in the pay period in which October 1 falls in each subsequent payroll year
- Removes sick leave accrual at the end of the current term in office
- Removes tuition and textbook reimbursement
- Removes bilingual pay

Establishing a distinct and comprehensive Compensation and Benefits Resolution for Elected Department Heads will provide clarity by codifying the compensation and benefits specific to Elected Department Heads separate from the Personnel Benefits Resolution for Management and Confidential-Unrepresented Employees since some of the benefits are different between these groups. For example, Elected Department Heads do not receive holiday compensation or “floating holiday,” nor do they accrue vacation hours.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Narrative: The cost for providing a 5% salary increase effective in Pay Period 2023-21 will be \$75,285 for the remainder of FY 23-24, and \$93,210 annualized. There is no fiscal impact associated with the revisions to the Personnel Benefits Resolution for Management and Confidential-Unrepresented Employees.

**Special Instructions:**

Please send one copy of the minute order and fully signed resolutions to Stefan Brewer, Workforce Planning Manager, [sbrewer@countyofsb.org](mailto:sbrewer@countyofsb.org)

**Attachments:**

Attachment A – Compensation and Benefits Resolution for Elected Department Heads

Attachment B – Personnel Benefits Resolution for Management and Confidential-Unrepresented Employees

Attachment C – Personnel Benefits Resolution for Management and Confidential-Unrepresented Employees (track changes version)

Attachment D - Salary Resolution

**Authored by:**

E. Jeffery

**cc:**

Mona Miyasato, County Executive Officer

Rachel Van Mullem, County Counsel

Elected Department Heads