



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: January 25, 2022
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Maria Elena De Guevara, Human Resources Director
Director(s) 805-568-2816
Contact Info: Erin Jeffery, Employment & Workforce Planning Division Chief
805-568-2808
SUBJECT: Establish Job Classification of Agricultural/Weights & Measures Inspector,
Supervising

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- A. Adopt the resolution in Attachment A to establish the classification of Agricultural/Weights & Measures Inspector, Supervising (Class #0334, Range #0334, \$41.045 - \$49.890 per hour) and an extra-help-specific Agricultural/Weights & Measures Inspector, Supervising job classification (Class #8634, Range #8634, \$41.045 - \$49.890 per hour), 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:

The recommended actions would establish the job classification of Agricultural/Weights & Measures Inspector, Supervising in the Agriculture/Weights and Measures Department as well as a corresponding extra-help-specific Agricultural/Weights & Measures Inspector, Supervising job classification. Currently, the Agriculture/Weights and Measures Department uses Supervising Agriculture Biologists and Supervising Weights and Measures Inspectors as two different supervisory-level classifications over two

separate functional areas. The new combined Agricultural/Weights & Measures Inspector, Supervising classification being proposed will improve efficiency and increase productivity. The class will combine the duties of the Supervising Agricultural Biologist and the Supervising Weights and Measures Inspector into one classification that can efficiently supervise staff working in all agricultural and weights and measures programs. This supervisory classification is the next step in the Department's Agriculture/Weights and Measures Inspector series for succession planning, keeping in line with the County's Renew '22 plan. Several comparable agencies including the counties of Marin, Madera, Riverside, San Benito, San Bernardino, San Diego and Solano have similar positions. The position will require more experience, licensing and specialized knowledge in both the Agriculture and Weights and Measures programs, which will provide more efficient supervision of all Agriculture/Weights and Measures Inspector I/II/III positions.

In accordance with the Employer-Employee Relations Policy, all recognized employee organizations were notified of our intent to assign the position to Bargaining Unit 25 (Administrative, Technical, Office & Health Service, 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, which is based on the median paid by the other agencies.

Background:

In 2017, the Agriculture/Weights and Measures Department established an Agriculture/Weights and Measures Inspector I/II/III classification series, which combined the duties of the Agricultural Biologist I/II/III series, and the Weights and Measures Inspector I/II/III series. The combined series created efficiencies and organizational restructuring that were in line with Renew '22, which resulted in employees that are licensed to perform both functions and provided the Department with flexibility to assign work duties in all programs to any licensed staff.

The new Agricultural/Weights & Measures Inspector, Supervising classification is the next step in the Department's succession planning assuring an efficient and flexible department. The classification will be responsible for assigning, reviewing and participating in the work of the Agriculture/Weights and Measures department programs. The duties of the Agricultural/Weights & Measures Inspector, Supervising include: plan and direct the work of subordinates in all Agriculture/Weights and Measures Department programs, schedule and evaluate work of assigned staff, train staff in all areas of departmental program operations, make presentations at meetings, recommend legal action in response to violations and coordinate special programs with appropriate local, state, and federal agencies. This is a supervisory position that exercises direct supervision over Agriculture/Weights and Measures Inspector staff and is responsible for the effective and efficient operation of the work unit.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:	\$ 5,000.00	\$ 25,000.00	
Total	\$ 5,000.00	\$ 25,000.00	\$ -

Narrative: This increase in costs for the remainder of the fiscal year will be covered with salary savings and increased business efficiencies inherent in the new, combined classifications.

Staffing Impacts:

There are no staffing impacts associated with adding the classification by itself. It is expected that four (4) legal positions will be added, of which two (2) will be allocated to this classification as part of the FY 2022-23 budget.

Special Instructions:

Please email one (1) copy of the minute order and one (1) copy of the fully executed Salary Resolution to Tracy Rogers, Workforce Planning Analyst, Human Resources Department at tr Rogers@countyofsb.org.

Attachments:

Attachment A: Salary Resolution

Attachment B: Proposed Class Specification for Agricultural/Weights & Measures Inspector, Supervising

Authored by:

Stefan Brewer, Interim Workforce Planning Manager, Human Resources Department

cc:

Mona Miyasato, County Executive Officer

Jeff Frapwell, Assistant County Executive Officer

Cathy Fisher, Agricultural Commissioner / Weights & Measures Sealer