

**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: 2/20/02
Department Name: Human Resources
Department No.: 064
Agenda Date: 3/5/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ann Goodrich, Human Resources Director
568-2815

STAFF CONTACT: Ann Goodrich
568-2815

SUBJECT: Receive and file Report of Findings from Cooperative Personnel Services's
Personnel Management Program Review

Recommendation(s):

That the Board of Supervisors:

Receive and file the attached Report of Findings from Cooperative Personnel Services, Merit System Services Division's Personnel Management Program Review.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with actions required by law or by routine business necessity.

Executive Summary and Discussion:

The State of California Departments of Social Services, Child Support Services and Emergency Services contract with Cooperative Personnel Services (CPS) Merit System Services Division to periodically audit the personnel management programs of counties that have locally approved merit systems in order to determine if their operations meet required Merit System Standards. (These are standards counties are required to meet to receive federal and state funding in these three program areas.) CPS has completed their audit of Santa Barbara County's Human Resources Department operations (where they relate to Social Services, Child Support, and Emergency Services) and have issued their audit report.

A copy of this audit report is provided to your Board as well as several state agencies.

The purpose of this audit is to determine if the County's Human Resources programs "meet" or "do not meet" state regulations. The County Human Resources Department's program received a "meet" standard in

all areas. Beyond the issue of “meeting” the state standards, the audit report provides valuable feedback on the various elements of the County’s Human Resources system.

The audit report included positive feedback from CPS on the Santa Barbara County Human Resources Department’s recruiting process and efforts, testing services, classification and compensation, our website and our use of technology. Comments in the audit report include:

“The review team was impressed with the advanced state of the personnel system and by the highly favorable client feedback by the operating managers who were interviewed. The County has made numerous advancements in automating and speeding the personnel process, has revised key rules as appropriate, has set personnel management goals and measured progress against them, and has developed new and creative approaches to the recruitment process.”

“The maintenance of the classification system is exemplary.”

“The County’s approach to advertising and publicity is comprehensive and impressive.”

“The County’s system (selection system) appears to be working quite well overall and its’ attentiveness to the quality and comprehensiveness of initial screening methods contributes to the effectiveness of the process.”

Fiscal and Facilities Impacts:

None.

Attachment

Cc: SEIU 620
SEIU 535
Engineers & Technicians Association
Director of Social Services
Director of Child Support Services
Fire Chief
County Administrator
County Counsel