



**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:** April 23, 2024  
**Placement:** **Administrative:**  
Set hearing for May 14, 2024 (first reading) and May 21, 2024 (second reading)  
**Estimated Time:** 5 minutes on May 14, 2024  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Kristine Schmidt, Human Resources Director  
Director(s) 805-568-2800  
Contact Info: Yvonne Torres, Assistant Human Resources Director  
806-568-3075

**SUBJECT: Amendment to Chapter 27 of the Santa Barbara County Code to Exempt Managers from Civil Service**

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

On April 23, 2024:

Set a hearing for May 14, 2024 (time estimate: 5 minutes) to consider recommendations to amend Chapter 27 of the Santa Barbara County Code related to management positions exempt from the Civil Service to align with changes in management classifications, effective June 24, 2024, as follows:

On May 14, 2024:

- a) Approve the introduction (first reading) of an ordinance amending Chapter 27, Article II, Section 27-25–Persons Deemed Exempt From Provisions Of This Article–of the Santa Barbara County Code;
- b) Read the title of the Ordinance and waive full reading of the Ordinance; and

c) Continue the item to the Administrative Agenda of May 21, 2024 to consider the adoption (second reading) of an ordinance amending Chapter 27, Article II, Section 27-25 of the Santa Barbara County Code.

On May 21, 2024:

a) Adopt the attached ordinance (Second Reading) of an Ordinance amending Chapter 27, Article II, Section 27-25–Persons Deemed Exempt From Provisions Of This Article–of the Santa Barbara County Code; and

b) Determine that the recommended actions are not a Project within the meaning of California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(5) of the CEQA Guidelines, because the actions are organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

Approval of the recommended actions is related to the implementation of Phase III of the Management Classification and Compensation Project, recommended to the Board on April 23, 2024. Effective June 24, 2024, the Ordinance will amend the County Code provisions related to persons exempt from the civil service system. It will remove reference to the obsolete management broadband classification of Enterprise Leader, and instead exempt persons appointed to a management level position, unless the board of supervisors has determined the position should be included in the civil service system.

Ordinance to Amend County Code Exempting Managers from Civil Service

Agenda Date: Set Hearing 4/23/24; First Reading 05/14/24; Second Reading 05/21/24

**Background:**

On December 7, 2021, the County Human Resources Department (CoHR) presented the Board with a three-phase project plan regarding management classifications and compensation with the intent of moving away from broad band classifications and establishing a steps-based pay structure for most managers. Phase I of the project made certain immediate and intermediate changes. Phase II was completed on November 7, 2023, when CoHR presented the new management and appointed executive job family groups and classification levels and received approval from the Board to finalize the administrative aspects of the new structure in addition to compensation components for management and appointed executives. Phase III, considered by the Board of Supervisors on April 23, 2024, will establish new management and appointed executive job classifications, establish salary schedules effective June 24, 2024, and establish a new consolidated Compensation and Benefits Plan for management, appointed executive, unrepresented confidential employees, and unrepresented attorneys.

Effective June 24, 2024, this Ordinance will amend the County Code provisions related to persons exempt from the civil service system. It will remove reference to the obsolete management broadband classification of Enterprise Leader, which will be divided into multiple narrow band classifications, and instead exempt persons appointed to a management level position, unless the board of supervisors has determined the position should be included in the civil service system.

It is intended that a separate resolution presented to the Board will establish classifications of Management Professional I, Management Professional II, Senior Management Professional, and certain higher-level management classifications in Social Services and Child Support Services that are required to be covered under federal funding guidelines, as included in the civil service system. Also, by separate resolution,

managers whose previous classification was covered by civil service rules as of the date of the management classification changes (June 24, 2024) will retain such civil service status (i.e., be “grandfathered” as civil service employees) while they remain in their current position.

**Fiscal and Facilities Impacts:**

There is no fiscal impact related to this change.

**Staffing Impacts:**

There are no staffing level impacts associated with the adoption of these actions.

**Special Instructions:**

1. Direct the Clerk of Board to publish notice pursuant to Government Code Section 25124.
2. Return one copy of the adopted ordinance and one Minute Order by email to [emjeffery@countyofsb.org](mailto:emjeffery@countyofsb.org) and one copy to the Director of Human Resources at [kschmidt@countyofsb.org](mailto:kschmidt@countyofsb.org)

**Attachments:**

Attachment A - Draft Ordinance Tracking Changes

Attachment B - Draft Ordinance Clean Copy

**Authored by:** Kristine Schmidt, Human Resources Director

**CC:** Mona Miyasato, County Executive Officer  
Rachel Van Mullen, County Counsel  
All Department Directors