



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: SBCERS  
Department No.: 810  
For Agenda Of: December 11, 2018  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors  
**FROM:** Department: Gregory Levin, Chief Executive Officer – 805-568-2585  
**SUBJECT:** **Establishment of Accountant I position and Financial Office Professional I/II position at the Santa Barbara County Employees' Retirement System**

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County Counsel Concurrence

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

Auditor-Controller Concurrence

As to form: NA

Recommended Actions:

That the Board of Supervisors:

- a) Adopt the resolution in Attachment A, which allocates to the Santa Barbara County Employees' Retirement System a 1.0 FTE Accountant I/II position and a 1.0 FTE Financial Office Professional I/II position, as of December 31, 2018; and,
- b) Determines that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in potential physical impacts on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4) of the CEQA guidelines.

Summary Text:

The recommended action would create two positions at the Santa Barbara County Employees' Retirement System (SBCERS). The SBCERS Board of Retirement approved these positions during its annual budget process for the fiscal year ending June 30, 2019. California Government Code Section 31522.1, provides that the board of retirement may appoint such administrative, technical, and clerical staff personnel as are required to accomplish the necessary work of the boards. The appointments shall be made from eligible lists created in accordance with the civil service or merit system rules of the county in which the retirement system governed by the boards is situated. Accordingly, this ministerial action by the Board of Supervisors makes these positions part of the County's salary ordinance and facilitates SBCERS compliance with the requirement that these appointments be made in accordance with the County's civil service rules.

**Fiscal and Facilities Impacts:**

The SBCERS budget is funded through a 3.4% administrative rate that is charged to plan sponsors. SBCERS Board of Retirement sets the System's budget through an annual process that involves two separate public hearings during the month of May and June of each year. As part of this process, SBCERS increased its salaries and benefits budget by 2% over the amount budgeted for the fiscal year ending June 30, 2018. It is not expected that these positions will materially impact the administrative cost rate charged Plan Sponsors.

**Fiscal Analysis:**

The increase in the SBCERS budget related to these position additions increased the SBCERS budget for Salaries and Benefits by \$67,591. The remaining cost of the positions are funded using savings and reductions from other budget line items.

**Staffing Impacts:**

**Legal Positions:**

Add 2 new

**FTEs:**

Add 2.0

**Special Instructions:**

Please return one (1) Minute Order and one (1) copy of the Salary Resolution to Stefan Brewer, Position Control Division, Human Resources Department.

**Attachments:**

Attachment A – Salary Resolution

Attachment B – SBCERS Budget Resolution

**Authored by:**

Gregory Levin, CEO SBCERS

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

IN THE MATTER OF AMENDING )  
RESOLUTION NO. 07-207, AS AMENDED ) RESOLUTION NO. \_\_\_\_\_  
BEING THE SALARY RESOLUTION OF )  
THE COUNTY OF SANTA BARBARA )

WHEREAS, Resolution No. 07-207 established the County of Santa Barbara’s Classification and Salary Plan and authorized Departmental Position Allocations effective July 10, 2007;

WHEREAS, Resolutions numbered 08-295, 09-223, 10-198, 10-199, 11-158, 11-303, 11-391, 11-430, 12-181, 13-78, 13-178, 13-202, 13-250, 14-192, 14-268, 14-269, 14-270, 14-271, 14-272, 15-171, 15-214, 15-234, 15-235, 15-244, 16-9, 16-10, 16-11, 16-44, 16-57, 16-160, 16-185, 16-197, 16-204, 16-219, 16-276, 16-279, 16-280, 16-281, 16-282, 17-3, 17-14, 17-90, 17-100, 17-153, 17-164, 17-243, 18-50, 18-79, 18-138, 18-144, 18-185, 18-212, 18-213, 18-262, 18-264, and 18-277 amending Resolution 07-207 and effective various dates between August 6, 2008 and November 6, 2018 shall continue in full force and effect, and that the provisions of this Resolution, insofar as they are substantially the same as the aforesaid Resolutions related to the same subject matter, shall be construed as restatements and continuations, and not as new enactments; and

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 07-207, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, AS FOLLOWS:

- 1. Resolution No. 07-207, adopted by the Board on July 10, 2007, is hereby amended by amending Section 4 as identified to read as follows, effective December 31, 2018:

**SECTION 4 – Departmental Position Allocation**

**810 – COUNTY EXECUTIVE OFFICE**

<u>BUDGET UNIT / NAME</u>	<u>JOB CLASS TITLE</u>	<u>JOB CLASS ID</u>	<u>ALLOCATED WORK %</u>	<u>PAY RATE (\$/hr)</u>
0431 – SBC EMPLOYEE RETIREMENT				
Add 1 new	ACCOUNTANT I/II	0014 / 15	1.00	\$30.378 - \$39.214
Add 1 new	FINANCIAL OFFICE PROFESSIONAL I/II	7008 / 09	1.00	\$19.355 - \$29.506

\*Position classified as At-Will

DEPARTMENT SUMMARY

Legal Positions:  
26

FT:  
26

PT:  
0

COUNTY SUMMARY

Legal Positions:  
4480

FT:  
4341

PT:  
137

2. Except as amended by this Resolution, Resolution No. 07-207, as amended, shall continue unchanged and 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 \_\_\_\_\_, 2018 by the following vote:

AYES:

NOES:

ABSENT:

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DAS WILLIAMS, CHAIR  
BOARD OF SUPERVISORS  
COUNTY OF SANTA BARBARA

ATTESTS:  
MONA MIYASATO, COUNTY EXECUTIVE OFFICER  
CLERK OF THE BOARD

By: \_\_\_\_\_ (SEAL)  
Deputy Clerk

APPROVED AS TO FORM:  
MICHAEL C. GHIZZONI  
COUNTY COUNSEL

By: \_\_\_\_\_  
Deputy County Counsel

RESOLUTION OF THE BOARD OF RETIREMENT  
 SANTA BARBARA COUNTY EMPLOYEES' RETIREMENT SYSTEM  
 COUNTY OF SANTA BARBARA, CALIFORNIA

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RESOLUTION AUTHORIZING POSITION )  
 ALLOCATION FOR SANTA BARBARA ) Resolution 2018-04  
 COUNTY EMPLOYEES' RETIREMENT )  
 SYSTEM EFFECTIVE JULY 1, 2018 )

WHEREAS, The County Employees' Retirement Law of 1937 governs the operations of the Santa Barbara County Employees' Retirement System; and,

WHEREAS, the administrative expense of managing the system is the responsibility of the Board to be funded from the assets of the plan; and

WHEREAS, the System uses employees of classifications established by the County and approved by the Board of Supervisors; and

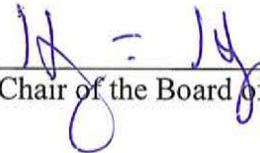
WHEREAS, the Board has on June 27, 2018, adopted a budget that in part provides for salaries and benefits established for County employees;

NOW, THEREFORE, IT IS HEREBY RESOLVED that effective July 1, 2018, the Board of Retirement authorizes the numbers and classifications of positions as follows:

<b>Positions</b>	Job Classification Code	2019 FTE
Chief Executive Officer	008011	1
Assistant Chief Executive Officer	008004	2
Program Business Leader - General	008027	1
Enterprise Leader	008014	2
Retirement Financial and Systems Analyst I/II	006653/54	4
Legal Office Professional Expert	007019	1
Retirement Financial Accounting Analyst	006658	1
Administrative Professional	007024	1
Accountant I/II	000014	1
Administrative Office Professional Expert	007003	4
Administrative Office Professional I/II	007001/00	2
Financial Office Professional Senior	007032	2
Financial Office Professional I/II	007008/09	2
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		24
 <b>Adopted per Board Action</b>		
Financial Office Professional I/II	007008/09	1
Accountant I/II	000014	1
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		26

PASSED AND ADOPTED by the Board of Retirement of the Santa Barbara County Employees' Retirement System, this 27th day of June, 2018, by the following vote:

Ayes: Benedetti, Cholmondeley, Hagen, Occiano, Robinson, Sten, Sullivan, Vidal, Wolf  
Noes:  
Abstention:  
Absent: Tan

  
Chair of the Board of Retirement

ATTEST:

  
Clerk of the Board of Retirement

APPROVED AS TO FORM:

  
Board Counsel

APPROVED AS TO CONTENT:

  
Chief Executive Officer