



County of Santa Cruz

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PERSONNEL DEPARTMENT

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DANIA TORRES WONG, DIRECTOR

October 5, 2000

Agenda: October 17, 2000

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

**ADOPT RESOLUTION TO IMPLEMENT CLASSIFICATION AND SALARY ACTION
IN THE DISTRICT ATTORNEY'S OFFICE AND AMEND PERSONNEL
RESOLUTION 160 TO PROVIDE FOR ADMINISTRATIVE REVIEW
UNDER SPECIFIC CIRCUMSTANCES RELATED TO LONGEVITY
AS RECOMMENDED BY THE PERSONNEL DIRECTOR**

Dear Members of the Board:

This letter, with its accompanying resolution and attachment, recommends establishing a new classification and salary for District Attorney Inspector III, changing the salary range of the Victim Services Representative classification, and amending personnel rule 160 related to longevity.

District Attorney Inspector III

At your April 25, 2000 meeting your Board approved the District Attorney's request to establish a new classification that would supervise the existing classifications of District Attorney Inspector I, and II, and report directly to the DA Chief Inspector. At that same meeting the Board directed the District Attorney to report back during budget hearings on the staffing and supervision issues in the DA Inspector's Unit. The District Attorney returned requesting an additional supervisory position, which was approved by your Board.

The two approved positions were forwarded to Personnel for classification. Personnel has since completed a classification and salary study. The study recommends the establishment of a working supervisor classification titled DA Inspector III, responsible for carrying a complex caseload and supervising DA Inspector I and II. It is recommended that the new DA Inspector III range be \$25.08 to \$33.60 per hour.

The District Attorney's Office is in agreement with this recommendation and funding for this action is included in the department's budget.

Victim Services Representative

Last year the District Attorney requested that a classification and salary study be conducted on the classification of Victim Services Representative. The primary concern was that, over the years, considerable change in state law and regulations had contributed to the positions' complexity and the job specification and salary had not kept pace with those changes.

The classification and salary study which included significant involvement with District Attorney's Office, incumbents in the positions, and the employee organization, has now been completed. It is recommended that the salary range be changed from \$13.10 - \$16.57 per hour to \$14.60 - \$18.47 per hour.

The affected department and employer organization are in agreement with this recommendation. Funding for this action can be accommodated within the department's budget.

Longevity Differential Under Specific Circumstances

The county's Personnel Regulation 160 provides for longevity differential to recognize employees who have completed 25 years of continued services as County employees. The differential is set at 3% of pay.

It has come to our attention that, as a result of the County's historic employment practices, a handful of employees must wait for more than the 25 years to receive the differential.

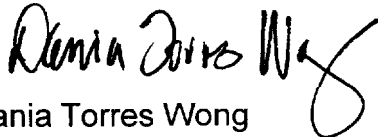
Currently positions are categorized as permanent or limited term regardless of funding sources for purposes of employment status. Additionally, there is a small number of employees who were hired as extra help and moved into permanent positions, with no break in services, who must also wait more than 25 years.

After reviewing the circumstances of these delays in granting longevity differential staff recommends that, for the purposes of calculating hours towards longevity differential, the County Administrator be authorized to review and approve appropriate requests from eligible employees to include hours worked in grant funded or extra help positions which moved to permanent positions without any break in services. As there is limited personnel information available prior to automation, employees would submit evidence and an affidavit, under penalty of perjury, that they qualified. Attachment A is the language staff recommends your Board adopt.

It is RECOMMENDED that your Board:

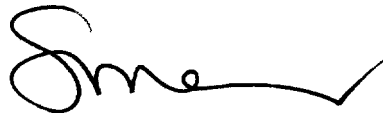
1. Adopt the attached amendment to Resolution No. 279-75 to create a new classification of District Attorney Inspector III at the salary range of No. UL (\$25.08 - \$33.60 per hour) effective 12:01 a.m. on October 28, 2000;
2. Designate the classification of DA Inspector III to the District Attorney Inspector Bargaining Unit;
3. Adopt the attached amendment to Resolution No. 279.75 to change the Victim Services Representative classification from salary range No. F1 (\$13.10 - \$16.57 per hour) to salary range No. E7 (\$14.60 - \$18.47 per hour) effective 12:01 a.m. on October 28, 2000; and authorize the same special adjustments scheduled for that salary range under the current Memorandum of Understanding with the General Representation Unit; and
4. Adopt the attached language and Resolution, amending Personnel Regulations Section 160 affecting Longevity Differential, authorizing the County Administrator to review and approve appropriate requests from eligible employees to include hours worked in grant funded or extra help county positions which moved to permanent positions without any break in service.

Very truly yours,



Dania Torres Wong
Personnel Director

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

DTW:GLD:pc

Attachments: Proposed Amended Resolution 279-75
Proposed Resolution Amending Section 160

cc Auditor-Controller, Auditor Payroll, District Attorney, SEIU Local 415,
Operating Engineers Local No. 3, Personnel (2)

OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO.

On the motion of Supervisor
duly seconded by Supervisor
the following resolution is adopted:

RESOLUTION AMENDING SALARY RESOLUTION NO. 279-75

BY: _____
(Amendment No.)

AND RESOLUTION AMENDING PERSONNEL REGULATION NO. 160

WHEREAS, this Board of Supervisors on June 25, 1975 adopted Resolution No. 279-75 establishing the compensation of County officers, deputies, assistants and employees; and

WHEREAS , the Personnel Director has recommended the establishment of a new class and salary range, a classification update, and a change in salary range; and

WHEREAS, it is now desirable and necessary to amend said resolution to effect said change; and

WHEREAS, the Personnel Director has recommended that Section 160 of the County's Personnel Regulations regarding Longevity Differential be amended.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective October 28, 2000, at 12:01 a.m., by:

1. Adding a new class of District Attorney Inspector III, Class No. RH9, at salary range No. UL \$25.08 - \$33.60 per hour;
2. Changes the salary range for the Victim Services Representative classification from range No. F1 which is \$13.10 to \$16.57 per hour to salary range No. E7 \$14.60 - \$18.47 per hour; and authorize the same special adjustment scheduled for that salary range under the current Memorandum of Understanding with the General Representation bargaining unit, which is scheduled for 2% on 9/28/200 1; and

BE IT FURTHER RESOLVED AND ORDERED that Personnel Regulation 160 be amended effective October 18, 2000 by:

1. Adopting the attached language to Personnel Regulation 160 which amends the longevity differential language to authorize the County Administrative Officer to approve appropriate applications from eligible employees with 25 or more years of service to include hours worked in grant funded or extra help County positions which moved to permanent positions without any break in service.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California this 17th day of October, 2000, by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS

Mardi Wormhoudt, Chairperson of the Board

ATTEST: _____
Clerk of the Board

Approved as to form:

 10.6.00
County Counsel

attachment : Proposed Amendment to Personnel Regulation 160

cc: Auditor-Payroll, Auditor-Payroll, District Attorney, SEIU Local 415,
Operating Engineers Local No. 3, Personnel

Add the following new paragraph D to language to Section 164 Longevity Differential of the Personnel Regulation Section 160.

- D. For the purposes of calculating County service hours towards longevity only, employees currently in budgeted positions who were employed in an extra-help position at the beginning of their employment and moved into a permanent position with no break in permanent employment, may have those extra-help hours counted as County service hours. Eligible employees must submit evidence and an affidavit, under penalty of perjury, to the County Administrative Office to demonstrate the individual was in a County budgeted position in an extra-help status who then moved into a permanent position with no break in permanent employment with the County. Any claims for retroactive application of this provision shall be limited to one year. Eligibility will be determined by the County Administrative Officer and all determinations are final.