



air pollution control district
SANTA BARBARA COUNTY

Agenda Item: E-7
Agenda Date: August 20, 2026
Agenda Placement: Admin.
Estimated Time: N/A
Continued Item: No

Board Agenda Item

TO: Air Pollution Control District Board

FROM: Aeron Arlin Genet, Air Pollution Control Officer 

CONTACT: Kristina Aguilar, CPA, Administrative Division Manager, (805) 979-8288

SUBJECT: Management, Confidential and Unrepresented Appeal Process

RECOMMENDATION:

Receive and file a report outlining the process being made available to District management, confidential, and unrepresented employees who wish to appeal an equity adjustment of less than 2.5%, their position being Y-rated, or receiving a job reclassification.

DISCUSSION:

At the June 26, 2026 board hearing, Chair Lavagnino requested additional information regarding the compensation study that was completed for the District by Gallagher. Director Hartmann recommended that the District research, and bring back your Board, an appeals process including a review of the County of Santa Barbara's procedure established in 2024.

The District consulted with the County, which shared the appeal process implemented as part of its 2024 management project. The County's process allowed all management employees to request a review if an employee was Y-rated or received a salary increase of less than 2.5%. Employees seeking a review completed a form explaining why they believed their assigned job title and/or level was inaccurate and adjusted by the 2024 management project. Requests were evaluated by the County's Human Resources Director and two external experts in classification and compensation.

The District will adopt a similar process. Management, Confidential, and Unrepresented employees who wish to appeal an equity adjustment of less than 2.5%, their position being Y-rated, or receiving a job reclassification may submit a completed appeal form. The District will

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implement the same criteria the County used, where this option be available to any management employee who received an equity adjustment of less than 2.5%, is being Y-rated, or receiving a job reclassification.

Appeals will be reviewed by a three-member committee composed entirely of external experts in classification and compensation. The Administrative Division Manager will provide the committee with the completed appeal form and any relevant supporting information. After completing its review, the committee will issue a recommendation to the Air Pollution Control Officer (APCO). The APCO will make a final determination based on the committee's findings and recommendations.

ATTACHMENT:

- A. Management Appeal Form.

ATTACHMENT A

Management Appeal Form

August 20, 2026

Santa Barbara County Air Pollution Control District
Board of Directors

260 San Antonio Road, Suite A
Santa Barbara, California 93110

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SANTA BARBARA COUNTY

**SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT
POLICIES AND PROCEDURES**

Management Appeal Form

Instructions: Use this form if the following criteria are met: any management employee who received an equity adjustment of less than 2.5%, is being Y-rated, or receiving a job reclassification. The initiator of an Appeal Review must complete and submit this request within two weeks of implementation to the District's Human Resources' Department (HR@sbcapcd.org)

Your name: _____

Your old job classification: _____

Your new assigned job classification: _____

Reason for Request (check all that apply):

☐ I believe my position has been assigned to the wrong job classification

☐ I believe special consideration should be given in the labor market comparison of my position

☐ Other (Explain) _____

Please Explain What You Would Like Us To Review: We recommend that you:

- Focus on the nature of your actual work in comparison to both the incorrect and proposed correct classifications, the level of your organizational accountabilities, your independent decision-making authority, the number and professional level of positions you supervise, the training and education required for your job, the level of your routine interfaces with elected officials and top management, the level and scope of your budget/financial authority, the regulatory and risk environment you operate in, and similar considerations.
- Reference other positions that you feel you are at a similar and/or dissimilar job classification or level to.
- Do not understate or exaggerate your duties and responsibilities.
- Reference, where possible, the classification specifications for the classifications you wish us to review.
- Add additional pages if needed.

Signature of Initiator: _____

Date: _____

Reminder: consideration for managers subject to an equity adjustment of 2.5% or less ONLY due by **September 11, 2026**. All other requests must be received **within two weeks of implementation**.

HR USE ONLY:

Date Received: _____