



Board Agenda Item 11

DATE: July 10, 2018
TO: Board of Supervisors
SUBMITTED BY: Margaret Mims, Sheriff-Coroner
SUBJECT: Salary Resolution Amendments

RECOMMENDED ACTION(S):

- 1. Approve Amendment to the Salary Resolution adding three (3) Program Technician-Confidential, one (1) Senior Staff Analyst, one (1) Office Assistant-Confidential and one (1) Sheriff's Sergeant positions to the Sheriff-Coroner Org 3111, effective July 16, 2018 as reflected in Appendix D; and**
- 2. Approve Amendment to the Salary Resolution allocating the Senior Deputy Coroner classification to the existing Deputy Coroner series for Sheriff-Coroner Org 3111, effective July 16, 2018, as reflected in Appendix D.**

There is a Net County Cost increase of \$404,089 associated with the recommended actions. However, the increase will be included in the FY 2018-19 Recommended Budget. The first recommended action will add five positions to address workload needs in the Department's Human Resources Division. The first recommended action will also add one Sheriff's Sergeant position to manage the transition of the Public Administrator Division from the District Attorney's Office to the Sheriff-Coroner. The second recommended action will reinstate and allocate the Senior Deputy Coroner classification to the existing Deputy Coroner series in the Coroner Division to provide for a supervisory position to oversee the Coroner Division's daily operations currently handled by the Unit Commander, with no increase in the total number of positions in this series. This item is Countywide.

ALTERNATIVE ACTION(S):

There are no viable alternative actions. If the recommended actions are not approved, this will negatively impact the Department's ability to structure the office in order to address staffing needs for the Sheriff-Coroner's Human Resources and Public Administrator/Coroner's divisions.

FISCAL IMPACT:

There is an additional Net County Cost of \$404,089 associated with the recommended actions. The Salary Resolution amendments will add six positions and add one in combination position to an existing series. Funding for these positions will be included in the FY 2018-19 Recommended Budget.

DISCUSSION:

As a result of reviewing the Department's current staffing allocations, the Sheriff-Coroner's Office has determined that changes in positions are necessary. The approval of the recommended actions will allow the Sheriff-Coroner's Office to operate more efficiently.

Human Resources Division

The three Program Technician-Confidential, one Senior Staff Analyst, and one Office Assistant-Confidential positions will perform duties as listed below to address workload needs in the Human Resources Division:

- Program Technician (PT) - Confidential
Reviewing documents and reports for completeness, accuracy and compliance with County policies, rules, regulations, labor contracts, and processes. In addition, these positions will review health, life and disability insurance documents. Their duties will also include assisting department staff with questions regarding Human Resources procedures and technical information related to the previously stated transactions, as well as benefits, Salary Resolutions, and Personnel Rules applications. The PTs will also assist in maintaining and coordinating Risk Management Division's liability claims.
- Senior Staff Analyst
Planning, researching, analyzing and making recommendations on complex issues, proposals and projects regarding Human Resources procedures. The Senior Analyst will also train and supervise lower-level professional and support staff and work with main County Human Resources on departmental recruitments. Other duties will include managing the Department's Administrative Order with notification of new hires, demotions, retirees, and resignations from service.
- Office Assistant-Confidential
Assist with reviewing documents and reports for consistency with County policies and Department policies and practices. Duties will also include basic office support, record keeping of confidential information and assistance to department staff with questions regarding Human Resources policies and procedures.

Coroner's Division

The addition of the Senior Deputy Coroner classification in combination with the Deputy Coroner positions will add JCN 4134 with no increase in the number of positions. The Senior Deputy Coroner will plan, direct, manage and supervise the activities and staff of the Coroner's Division. The supervisory responsibilities include interviewing, selecting, training, assigning, evaluating, promoting and disciplining subordinate staff. Other duties include reviewing case referrals submitted to the Coroner's Office; recommending appropriate action and assigning cases to staff; preparing reports, correspondence, studies, analyses, research and recommendations; and maintaining statistical data as required by law. Duties may also include investigating or providing assistance to staff regarding complex cases.

Public Administrator

The addition of one Sheriff's Sergeant position will allow transition time for the Public Administration (PA) program to be transferred to the Sheriff-Coroner's Office midyear FY 2018-19. This position will supervise staff in the Public Administration Division once the transfer is complete. The Sheriff's Sergeant will review staff recommendations and report findings regarding financial estate information and provides direction. The Sergeant will also represent the Public Administrator's Office in meetings with relatives, heirs, attorneys, banks, title companies and other interested parties; and will testify at court meetings. Under the current position allocation, the appropriations for the Public Administrator Manager position are currently allocated within the District Attorney's budget. This position will remain vacant and be deleted as part of the midyear transfer. The deletion of the PA Manager position will offset the majority of the cost for the Sheriff's Sergeant position.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix D

CAO ANALYST:

Jeannie Z. Figueroa