



Board Agenda Item 28

DATE: April 17, 2018

TO: Board of Supervisors

SUBMITTED BY: Margaret Mims, Sheriff-Coroner

SUBJECT: Salary Resolution Amendment - Sheriff-Coroner's Office Administrative Assistant - Confidential

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution allocating one (1) Administrative Assistant III - Confidential position to the Sheriff-Coroner Org 3111, effective April 23, 2018 as reflected in Appendix C.

There is no increase in Net County Cost associated with the recommended action, which would allocate one Administrative Assistant - Confidential position to the Sheriff-Coroner's Office without an increase in total positions. Allocating a confidential position to the Sheriff-Coroner's Office will allow the department to address operational needs to perform confidential secretarial services. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, the Sheriff-Coroner's Office will not be able to address the current job duties and responsibilities that are more compatible with the Administrative Assistant - Confidential classification.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The recommended action allocates one Administrative Assistant - Confidential position to the Administrative Assistant series in the Sheriff-Coroner's Org 3111 without an increase in overall positions. There is no difference in cost between the Administrative Assistant and the Administrative Assistant - Confidential position classifications.

DISCUSSION:

The current Administrative Assistant position's job duties and responsibilities have developed beyond this classification and are more suitable to the Administrative Assistant - Confidential series. Therefore, it is recommended that one Administrative Assistant - Confidential position be allocated to the Sheriff-Coroner to be utilized in the Field Services Division of the Sheriff's Office without an increase in overall positions. If approved by your Board, the Administrative Assistant - Confidential will be assigned as lead to oversee the following confidential meetings:

- California Identification System Ran Board;
- High Intensity Drug Trafficking Areas;
- Fresno-Madera Counties Police Chief's Association; and
- Human Resources (which may include confidential files).

The duties include working directly with and for the Sheriff, who serves as the Chair, and updating and making copies of the documents to present at the meetings. This position will also complete all the department administrative orders for the Law Enforcement Division. These Orders involve movement of department personnel and are confidential until they are distributed (through email) to the entire agency.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix C

CAO ANALYST:

Jeannie Z. Figueroa