



Board Agenda Item 27

DATE: February 11, 2025

TO: Board of Supervisors

SUBMITTED BY: Edward Hill, Chief Operating Officer/Interim Director of Internal Services/Chief Information Officer
Kirk Haynes, Chief Probation Officer

SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution transferring two Stock Clerk positions from the Internal Services Department - Facility Services Org 8935 to the Probation Department - Juvenile Justice Campus Org 3440, effective February 17, 2025, as reflected in Appendix C.

Approval of the recommended action will transfer two Stock Clerk positions from the Internal Services Department (ISD) to the Probation Department (Probation). Both positions currently support Probation full-time and transferring the positions will provide better oversight and control of staff duties and responsibilities related to inventory processes for Probation. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, the two positions will continue supporting the Probation Department while being employed by ISD, which creates challenges with personnel matters and differing departmental policies.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Sufficient appropriations and estimated revenues are included in Probation's Org 3440 FY 2024-25 Adopted Budget and will be included in future budget requests.

DISCUSSION:

On December 10, 2019, the Board approved an amendment to the Salary Resolution, which transferred a total of 14 positions from Probation to ISD. These positions consisted of 11 janitorial and 3 Stock Clerk positions and were transferred as their functions were more aligned with ISD. During this time, ISD managed a warehouse stocked with inventories that supported both Facilities and operations at the Juvenile Justice Campus (JJC).

In November 2023, after discussions between ISD and Probation regarding the JJC warehouse functions, it was decided that Probation would assume the responsibilities of ordering and maintaining their own supplies in support of JJC operations. ISD during this same time also decided to drastically reduce the amount of inventory/supplies kept in the warehouse and transitioned to a just-in-time inventory model due to more readily available stock. Initially, ISD maintained these positions, but it was determined that Probation could

provide more effective oversight and control of their inventory processes by transferring two Stock Clerk positions from ISD back to Probation in order for Probation to sustain their warehouse operation needs.

REFERENCE MATERIAL:

BAI #47, December 10, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution - Appendix C

CAO ANALYST:

Amy Ryals