



Board Agenda Item 29

DATE: May 20, 2025

TO: Board of Supervisors

SUBMITTED BY: John Zaroni, Sheriff-Coroner-Public Administrator

SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution deleting one Stock Clerk and adding one Account Clerk effective May 26, 2025 as reflected on Appendix C.

Approval of the recommended action will replace the Stock Clerk position with an additional Account Clerk position due to a retired Stock Clerk position to fill in duties that is more closely aligned with the job specifications of an Account Clerk. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board may choose not to approve the Salary Resolution Amendment and the Sheriff Office's position would remain unchanged.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the approval of the recommended action. The current Stock Clerk position is budgeted in the Sheriff-Coroner-Public Administrator's FY 2024-25 org 3111 Adopted Budget at a higher level than the Account Clerk I position. Sufficient appropriations for the Account Clerk I are included in the Sheriff-Coroner-Public Administrator's FY 2024-25 Org 3111 Adopted Budget and will be included in future budget requests.

DISCUSSION:

The Sheriff's Office requested the conversion from the Stock Clerk position to an additional Account Clerk position to better meet departmental needs and provide a more specific classification series. Due to the retirement of Sheriff's Office Stock Clerk in March of 2025, the position of Account Clerk will be dedicated to fill in position to assist with the current workload of the Sheriff's Business Office.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Appendix C

CAO ANALYST:

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