



Board Agenda Item 19

DATE: May 12, 2020
TO: Board of Supervisors
SUBMITTED BY: Margaret Mims, Sheriff-Coroner-Public Administrator
SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution deleting one Library Assistant I/II/Senior position and adding one Program Technician I/II position to Sheriff-Coroner-Public Administrator Org 3111, effective May 18, 2020 as reflected in Appendix C.

There is no increase in Net County Cost associated with the recommended action. Approval of the recommended action will add one Program Technician I/II position to the Sheriff's Office to assist the Jail Division, Administration and Programs Bureau. The recommended Salary Resolution Amendment will not result in an increase to the total number of positions due to the deletion of one Library Assistant I/II/Senior position. This item is countywide.

ALTERNATIVE ACTION(S):

The Board may leave the staffing level as it is currently. However, this will negatively impact the Sheriff Office's ability to address the staffing needs for the Sheriff's Jail Division, Administration and Programs Bureau.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. All costs associated with this position will be covered with funds from the Inmate Welfare Fund. The additional cost of the Program Technician totals \$796 for the remainder of FY 2019-20. There are sufficient appropriations and estimated revenues within the Sheriff-Coroner-Public Administrator Org 3111 FY 2019-20 Adopted Budget to absorb the increase in costs. Costs for this position will be included in future budget requests.

DISCUSSION:

Approval of the recommended action will allow the Sheriff's Office to operate more efficiently. The Library Assistant I/II/Senior position, formerly filled at the Senior level, is limited in job function, as this classification series is designed to assist with library materials and programs only, whereas the Program Technician classification can perform paraprofessional or technical work related to a variety of programs. The Program Technician will be primarily assigned to the Jail Administration and Programs Bureau.

On January 8, 2013, per the order of Judge J. Conklin, the Sheriff's Office began delivering all legal research for pro-per inmates via the deployment of the Lexis Nexis Prison Solutions Software System. The Sheriff's Office has a contract with Touch Legal, Inc. to provide computer monitors that contains the Lexis Nexis Software. These monitors are located in a locked room on various floors within Jail facilities. By replacing

the Senior Library Assistant position with the Program Technician position, the Sheriff's Office will be able to revamp its current deployment by adding the Lexis Nexis Prison Solutions system to its current tablet system. This will improve safety and efficiency as tablets will be taken to the inmate rather than taking the inmate to the computer monitor.

The Program Technician will be responsible for training inmates in the use of the aforementioned software system to research their legal cases. The position will also be responsible for the distribution and collection of tablets for this purpose; scheduling; provision of legal reference materials, photocopies, and forms; maintaining current copies of all legal materials deemed necessary and appropriate for distribution to inmates; and keeping accurate records regarding pro-per inmates, their scheduled research times, and materials requested. The Program Technician will be required to ensure that all tablets used are free of damage, secured, sanitized and updated at the end of each shift.

Approval of the recommended action will result in increase operational efficiencies within Jail facilities. The Program Technician will be fully funded with Inmate Welfare Funds.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix C

CAO ANALYST:

Yussel Zalapa