



Board Agenda Item 51

DATE: November 7, 2023

TO: Board of Supervisors

SUBMITTED BY: Hollis Magill, Director of Human Resources

SUBJECT: Salary Resolution Amendment - Sheriff's Human Resources Manager

RECOMMENDED ACTION(S):

Approve Salary Resolution Amendment reclassifying one (1) Senior Staff Analyst in the Sheriff's Office Org 3111 upwards to a Sheriff's Human Resources Manager, with no change to Senior Staff Analyst position allocations, effective November 13, 2023, as reflected on Appendix "A".

There is no increase in Net County Cost (NCC) associated with the recommended action. Approval of the recommended action will reclassify one (1) Senior Staff Analyst to a Sheriff's Human Resources Manager, as a result of a classification study conducted by the Department of Human Resources. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended action, the results of the classification study would not be implemented.

FISCAL IMPACT:

There is no increase in NCC associated with the recommended action. Sufficient appropriations are included in the Sheriff's Office Org 3111 FY 2023-24 Approved Budget.

DISCUSSION:

The Department of Human Resources completed a classification study reviewing the supervisory structure of the Human Resources Unit within the Sheriff's Office. This study was requested by the Sheriff's Office, in part because of a reorganization to the existing department's structure. The Department of Human Resources reviewed classification review questionnaires and internal and external salaries and structures during this study. The complexity and breadth of the personnel functions within the Sheriff's Office, the removal of the Sheriff's Lieutenant from the supervisory structure of the existing unit, and the level of oversight given and received were all factors considered while preparing a final recommendation.

As a result of this study, it is the recommendation of the Department of Human Resources that the current Senior Staff Analyst overseeing this unit be reclassified upwards to a Sheriff's Human Resources Manager. Current allocations for Senior Staff Analyst within the department will be left unchanged to maintain a promotional pathway to this civilian managerial position for the subordinate classifications within the Sheriff's Human Resources Unit.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "A"

CAO ANALYST:

Paige Benavides