



Board Agenda Item 36

DATE: November 7, 2023

TO: Board of Supervisors

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

SUBJECT: Salary Resolution Amendment - Sheriff's Office

RECOMMENDED ACTION(S):

Approve Salary Resolution Amendment adding one (1) Financial Analyst I/II/III position, and adding two Program Technician I/II - Confidential, one Supervising Program Technician - Confidential, while deleting three vacant Office Assistant I/II - Confidential and one Supervising Program Technician with no net increase in positions for the Sheriff-Coroner-Public Administrator's Office, effective November 13, 2023, as reflected in Appendix D.

There is no increase in Net County Cost (NCC) associated with the recommended action. Approval of the recommended action will add one (1) Financial Analyst I/II/III, two (2) Program Technician I/II - Confidential, and one (1) Supervising Program Technician - Confidential and delete three (3) Office Assistant I/II - Confidential and one (1) Supervising Program Technician. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board does not approve the recommended action, the positions within the Sheriff's Office will remain unchanged.

FISCAL IMPACT:

There is no additional NCC associated with the recommended action. Sufficient appropriations are included in the Sheriff-Coroner-Public Administrator's Org 3111 FY 2023-24 Approved Budget and will be included in future budget requests.

DISCUSSION:

Approval of the recommended actions will adjust the position allocations within the Sheriff's Office, by deleting three (3) vacant Office Assistant I/II - Confidential positions, and one Supervising Program Technician; and by adding two Program Technician I/II - Confidential positions, one Supervising Program Technician - Confidential and one Financial Analyst I/II/III position. There is zero increase to overall positions associated with the recommended action.

The proposed clerical and technical position changes will allow for the proper technical, confidential classifications to be utilized within the Sheriff's Human Resources Unit and allocates the proper supervisory position. The addition of the Financial Analyst I/II/III will increase the department's ability to complete analysis of fiscal activities; monitor fiscal legislation; and forecast cost projections including small business payroll and other closing costs related to the selling of properties for cases assigned to the Public Administrator.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "D"

CAO ANALYST:

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