



# Board Agenda Item 40

DATE: October 8, 2019

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: Salary Resolution Amendment - Security Officer Classification Series

RECOMMENDED ACTION(S):

- 1. Approve Salary Resolution Amendment for the Internal Services Department - Security Services Org 8970, deleting the Security Officer I classification from the Salary Resolution and retitling the Security Officer II classification to Security Officer, as reflected on Appendix C, effective October 21, 2019.**
- 2. Approve the Addendum to the Memorandum of Understanding for Representation Unit 2 - Sheriff's and Probation Personnel, represented by the Fresno County Public Safety Association, regarding the deletion of the Security Officer I classification and retitling of the Security Officer II classification, as reflected on Appendix C, effective October 21, 2019.**

Approval of the recommended actions will authorize the Department of Human Resources (HR) to delete the Security Officer I classification, and retitle Security Officer II classification to Security Officer. Implementation of the updated Security Officer job specifications and classification will allow the Internal Services Department (ISD) - Security Services Division to address recruitment and retention issues and provide effective security services for the County. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board could choose not to approve the recommended actions and the Security Officer classification series would remain unchanged; however, recruitment and retention issues for the ISD - Security Services Division would continue.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Approval of the recommended actions will adjust the salary range and hourly compensation for 29 permanent Security Officer I positions with little impact to job specifications. Cost increase for the proposed salary range and hourly compensation adjustments are estimated to be \$113,974. Costs are recovered through charges to user departments. Sufficient appropriations and estimated revenues to cover the FY 2019-20 costs associated with the recommended actions are included in the FY 2019-20 ISD-Security Services Org 8970 Adopted Budget and will be included in future budget requests.

DISCUSSION:

Security Services provides for the 24-hour physical security of County facilities and employees and administers the County parking program. The ability to provide 24-hour coverage for County facilities and to

meet the growing needs of the County departments is dependent on the ability to recruit, train, and retain staff.

Within the Security Officer classification series, the Security Officer I and Security Officer II classifications carry minimal distinction in function and scope of the work performed. Currently, the qualifying difference between Security Officer I and Security Officer II is the Security Officer I classification is an entry level position and work is subject to immediate supervision and review. Apart from the amount of supervision received, these classifications share functional job duties and both report to a Senior Security Officer. The consolidation of the Security Officer I and Security Officer II classifications into a stand-alone level implements a classification with a more accurate job specification, consistent with current Security Services responsibilities, and will assist in recruitment and retention efforts for this series. There are currently twenty-nine (29) Security Officer I incumbents who will be reclassified upwards.

The compensation for the retitled Security Officer classification, which is the current Security Officer II compensation, is competitive with the average compensation of surrounding counties who employ security officers. Approval of the recommended actions will allow the ISD - Security Services Division to increase retention and reduce recruitment and training costs by recruiting at the new Security Officer level.

The Addendum to the Unit 2 Memorandum of Understanding, effective October 21, 2019, serves to codify the deletion and retitling of the aforementioned classifications and clarifies the future salary increase for the retitled classification (2% effective October 21, 2019) that was previously approved by the Board on October 23, 2018, and as reflected on Appendix C.

#### REFERENCE MATERIAL

BAI #34, October 23, 2018

#### ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix C  
MOU Addendum - Unit 2

#### CAO ANALYST:

Yussel Zalapa