



Board Agenda Item 38

DATE: December 10, 2019

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, Director of Human Resources

SUBJECT: Salary Resolution Amendments

RECOMMENDED ACTION(S):

1. **Approve the reclassification of Identification Technician I/II/III/IV and Senior Identification Technician positions in the Crime Scene Unit of the Sheriff's Office to Crime Scene Specialist I/II/III and Supervising Crime Scene Specialist, effective December 16, 2019, as reflected in Appendix "G".**
2. **Approve the reclassification of Identification Technician I/II/III positions in the Property and Evidence Unit of the Sheriff's Office to Property and Evidence Technician I/II, effective December 16, 2019, as reflected in Appendix "G".**
3. **Approve the deletion of the Identification Technician IV and Senior Identification Technician classifications, effective December 16, 2019, as reflected in Appendix "G".**

Approval of the recommended actions will implement the recommendations of a classification study performed by the Department of Human Resources. This item affects the Sheriff's Office.

ALTERNATIVE ACTION(S):

If the Board were not to approve the recommended action, the existing classifications and salaries would remain unchanged.

FISCAL IMPACT:

The total estimated annual cost of the recommended actions is \$47,449 (\$37,959 NCC). The estimated cost for FY 2019-20 is approximately \$25,739 (\$20,591 NCC).

DISCUSSION:

The Department of Human Resources recently completed a classification and compensation study of the Identification Technician classification series. These classifications include the Identification Technician I/II/III/IV and Senior Identification Technician. The Department of Human Resources analyzed job specifications, the Sheriff Office's organization chart, questionnaires provided by the incumbents, market compensation data, and comparable classifications used by similar agencies in preparing their recommendations. On-site interviews were held with selected incumbents and supervisors.

The study found that the three different units of the Sheriff's Office utilizing the Identification Technician classification series performed substantially diverse work requiring different qualifications. It also found the time to fully train incumbents varied among the units and that the work in the Crime Scene Unit required more extensive knowledge, skills, and abilities than in the other two units.

The recommended actions do not make any changes to the Identification Technician positions in the Jail ID Unit. The positions in the Property and Evidence Unit will be reclassified to Property and Evidence Technicians with an entry and experienced level, with salaries matched to the "II" and "III" levels of the Identification Technician series. Positions in the Crime Scene Unit will be reclassified to Crime Scene Specialist with entry, experienced and advanced level classifications, and the Senior Identification Technician position will be reclassified to Supervising Crime Scene Specialist. These salaries were set at a level based on market compensation data for similar classifications and representative of the unique knowledge, skills and abilities required within the Crime Scene Unit. No incumbent will lose pay as a result of the proposed reclassifications.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Appendix "G"

CAO ANALYST:

Debbie Paolinelli