



Board Agenda Item 21

DATE: January 26, 2021

TO: Board of Supervisors

SUBMITTED BY: Margaret Mims, Sheriff-Coroner-Public Administrator

SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to Salary Resolution deleting one Correctional Officer I/II/III position and adding one Staff Analyst I/II/III position to Sheriff-Coroner-Public Administrator Org 3111, effective February 8, 2021 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 Staff Analyst I/II/III position to the Sheriff's Office to assist the Jail Division's Policy and Procedures Unit. The recommended Salary Resolution Amendment will not result in an increase to the total number of positions due to the deletion of one Correctional Officer I/II/III 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 Jail Division's Policy and Procedures Unit.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The approval of the recommended action will result in a cost neutral position as the Staff Analyst position will be non-safety retirement and not eligible for overtime. There are sufficient appropriations and estimated revenues within the Sheriff-Coroner-Public Administrator Org 3111 FY 2020-21 Adopted Budget. 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 Staff Analyst will be assign to the Jail Division's Policy and Procedures Unit that will report directly to the Assistant Sheriff. The Staff Analyst will be responsible for working with a Correctional Officer or Correctional Sergeant functioning in that Unit who coordinates efforts with the Jail Division Assistant Sheriff, Jail Captains, Jail Command/Supervisory staff as well as County Counsel.

The Jail Division's Policy and Procedures Unit conducts the necessary legal research required to draft new and/or update existing Jail policies and procedures, as well as Post orders as required by Title 15, State Law, Case law, Board of State and Community Corrections requirements, as well as provisions associated with the settlement agreement that resulted in the ongoing Remedial Plan for the Hall v. County of Fresno lawsuit. Additionally, the Staff Analyst will assist in the research and retrieval of the Sheriff's Jail records

associated with the Public Records Act requests involving Jail issues, as well as assist in the preparation of declarations and responses to inmate writs of habeus corpus to Superior Court.

The Correctional Officer classification frequently and regularly is reassigned and occasionally promoted in the Unit. As such, the Staff Analyst would be the anchor position in this Unit in order to provide continuity of services with the development of policies, procedures and Post orders in the Jail environment that can withstand legal challenges.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix C

CAO ANALYST:

Yussel Zalapa