



## Legislation Text

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**File #:** 23-0487, **Version:** 1

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Human Resources Department recommending the Board:

- 1) Approve the new department specific class specification of Sheriff's Security Officer I/II; and
- 2) Adopt and authorize the Chair to sign Resolution **047-2023** to approve the following:
  - a) The job class number, bargaining unit, and salary range for the Sheriff's Security Officer I/II;
  - b) Due to lateral reclassifications, the deletion of 14.0 full-time equivalent (FTE) Sheriff's Security Officer positions and the addition of 14.0 FTE Sheriff's Security Officer I/II positions where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1; and
  - c) Abolish the Sheriff's Security Officer classification.

**FUNDING:** General Fund.

### **DISCUSSION / BACKGROUND**

On December 13, 2022, with Legistar item 22-2271, at the recommendation of the Chief Administrative Office and the Sheriff's Office, the Board approved the addition of four Sheriff's Security Officer allocations to patrol the Placerville Government Center primarily during the hours of 7 a.m. to 6 p.m. The Sheriff's Security Officer classification can enforce security and safeguards and protects County property, buildings, and equipment. The classification may not issue citations or receive prisoners and does not have arrest powers or perform active law enforcement duties.

Following the addition of these allocations, the Sheriff's Office requested additional pathways for candidates to possess the knowledge, skills, and abilities to successfully perform the duties of the classification due to a historically low number of qualified candidates in the recruitment process after several months of recruiting. As a result of the analysis performed by Human Resources, in collaboration with the Sheriff's Office, Human Resources developed the newly-proposed class specification and reclassifications, and subsequent allocation changes, to the Sheriff's Security Officer classification to establish an entry-level classification in the Sheriff's Security Officer series. The entry-level classification will provide an opportunity for incumbents to learn and perform a variety of security duties under general supervision, such as safety, building security, traffic and parking control, and monitoring and controlling access to assigned locations while completing the required trainings and certifications. The required courses to obtain the certifications to become journey-level are offered regionally and regularly.

It is anticipated that the new entry-level classification will attract a larger, yet qualified applicant pool which will allow the Sheriff's Office to fill the current vacancies and provide appropriate training to incumbents.

The following is being brought to the Board for consideration and approval:

### **New Department Specific Classifications**

- Sheriff's Security Officer I/II

### **Reclassifications**

- Lateral Reclassification of 14.0 FTE (9.0 FTE filled, 5.0 FTE vacant) positions from Sheriff's Security Officer to Sheriff's Security Officer II in the Sheriff's Office
  - Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived, since the incumbents of the filled positions meet the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in an occupational field, and the incumbents meet the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
  - In accordance with Personnel Rule 507.1, a waiver of the probationary period of the incumbents is granted by the appointing authority with approval from the Director on the grounds that the employees have already satisfactorily performed the duties of the new classification for the length of the probationary period of the new class.
  - The salary is proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.

### **Abolish Classification**

Additionally, Human Resources is requesting that the Sheriff's Security Officer classification be abolished once all allocations become vacant due to the lateral reclassifications.

### **ALTERNATIVES**

The Board could choose not to adopt the new class specification, approve the proposed lateral reclassifications, or subsequent allocation changes and direct Human Resources and the Sheriff's Office to make revisions or conduct additional analysis.

### **PRIOR BOARD ACTION**

Legistar 22-2271 - December 13, 2022 - Add four full time equivalent Sheriff's Security Officer allocations in the Sheriff's Office.

Legistar 22-1693 - September 20, 2022 - Direct staff to return with security plan for the Government Center.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Sheriff's Office

El Dorado County Employees' Association, Local 1

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

The new entry-level classification may result in Salaries and Benefits savings as the Sheriff's Security Officer I classification's salary is 11% lower than the Sheriff's Security Officer II classification. However, the increased chance of filling ongoing vacancies will likely offset any savings from the

lower compensation of the Sheriff's Security Officer I classification.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a copy of the executed Resolution to Heather Andersen in Human Resources.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Joseph Carruesco, Director of Human Resources