



## Legislation Text

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**File #:** 15-0929, **Version:** 1

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Sheriff's Office and Human Resources Department recommending the Board consider the following:

- 1) Adopt and authorize the Chair to sign Resolution **169-2015** establishing the salary schedule and bargaining unit for the classification of Correctional Food Services Coordinator and amend the Authorized Personnel Allocation Resolution to ADD 1.0 FTE Correctional Food Services Coordinator, and DELETE 1.0 FTE Correctional Food Services Supervisor;
- 2) Approve the reclassification of a Corrections Food Services Supervisor position in the Sheriff's Office to Correctional Food Services Coordinator; and
- 3) Waive the requirement for filling the upgraded position through a competitive examination process allowing the current incumbent to be appointed.

**FUNDING:** General Fund.

### **DEPARTMENT RECOMMENDATION**

Sheriff's Office and the Human Resources Department recommend the Board adopt resolution **169-2015** to establish the salary schedule and bargaining unit for the new classification of Correctional Food Services Coordinator to add additional responsibilities beyond the normal supervisory duties.

### **DISCUSSION / BACKGROUND**

Previous to 2014, there were two allocated Sheriff's Correctional Food Services Supervisors; one assigned to the South Lake Tahoe Jail, the other assigned to the Placerville Jail. When the position in the Placerville Jail became vacant, the incumbent assigned to the South Lake Tahoe Jail (the study employee) was assigned oversight of both kitchen facilities.

With the additional responsibilities of oversight of both facilities, the incumbent is required to supervise a staff of six (6) Correctional Cooks; three (3) in each facility, as well as institutional kitchen workers (up to 24 in both facilities); create, administer and monitor the budget for both kitchen facilities, including a food budget of approximately \$688,000; and oversee the preparation of over 1300 meals a day for inmates and staff of both facilities.

Based on an analysis of the scope and complexity of the responsibilities and tasks performed and the skills, knowledge and abilities required, it is recommended that the step 1 to step 5 salary be set equal to the Sheriff's Records Supervisor, (\$4,425 - \$5,380 monthly).

### **ALTERNATIVES**

N/A

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

N/A

### **CAO RECOMMENDATION**

The Chief Administrative Office supports the department recommendation.

### **FINANCIAL IMPACT**

During the FY 2015/16 Budget Hearings the Sheriff's Office requested deleting (1) Correctional Food Service Supervisor. In the Recommended Budget Highlights the CAO outlined how a second Correctional Food Services Supervisor position would be deleted and re-classified as a Food Services Manager Position in a separate Board Item. These staffing changes were approved in the FY 2015/16 Proposed Budget Hearings. The combined savings of deleting (2) Correctional Food Services Supervisors and adding (1) Correctional Food Services Coordinator is estimated at \$78,000.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Board Clerk to provide Human Resources and the Health and Human Services Agency each with one (1) copy of the executed resolution signed by the Chair

### **STRATEGIC PLAN COMPONENT**

### **CONTACT**

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