



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 12-0844 **Version:** 1

**Type:** Agenda Item **Status:** Adopted

**File created:** 7/3/2012 **In control:** Board of Supervisors

**On agenda:** 7/17/2012 **Final action:** 7/17/2012

**Title:** Human Resources and the Sheriff's Office recommending the Board:  
1) Adopt Resolution 100-2012 approving the job specification and salary range for Sheriff's Support Services Manager; and  
2) Adopt Resolution 101-2012 amending the adopted personnel allocation resolution to:  
a) Delete one Manager of Public Safety Dispatch;  
b) Delete one Sheriff's Technology Manager;  
c) Add one Sheriff's Support Services Manager; and  
d) Add one Department Systems Analyst.

FUNDING: General Fund.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A - Sheriff Support Svc Mgr FINAL.pdf, 2. B - BOS\_reso Sheriff Supp Svc Mgr job spec.pdf, 3. C - BOS\_reso AddDelete Sheriff Supp Svc Mgr.pdf, 4. Fully executed Resolution 100-2012.pdf, 5. Fully executed Resolution 101-2012.pdf

Date	Ver.	Action By	Action	Result
7/17/2012	1	Board of Supervisors	Adopted	Pass

Human Resources and the Sheriff's Office recommending the Board:  
1) Adopt Resolution **100-2012** approving the job specification and salary range for Sheriff's Support Services Manager; and  
2) Adopt Resolution **101-2012** amending the adopted personnel allocation resolution to:  
a) Delete one Manager of Public Safety Dispatch;  
b) Delete one Sheriff's Technology Manager;  
c) Add one Sheriff's Support Services Manager; and  
d) Add one Department Systems Analyst.

**FUNDING:** General Fund.

### Fiscal Impact/Change to Net County Cost

Approval of this recommendation will result in an overall Salary & Employee Benefit cost increase of approximately \$34,000. However, as a result of changes to the shifts in the Dispatch Division that were recently implemented, the Sheriff's Office will be reducing overtime costs by a minimum of approximately \$34,000, resulting in no increases to Net County Cost. The Sheriff's Office will work with the Chief Administrative Office to incorporate the fiscal changes during the Budget addenda process.

### Reason for Recommendation

Approval of this recommendation will consolidate the management and supervisory responsibilities of the Dispatch, Information Technology and Records Divisions into one position, improving the

oversight and establish consistency in administrative support positions in the Sheriff's Office. Based on a recent staffing study of the Dispatch Division, the Sheriff's Office has identified a number of recommendations that will improve the overall efficiency, reduce overtime and reduce turnover in the Dispatch Division. As a result of the retirement of the Manager of Public Safety Dispatch in May 2012, the Sheriff's Office can implement these changes without negatively impacting existing staff, and the existing staff structure of Supervising and Senior Public Safety Dispatchers is sufficient to ensure the day to day responsibilities of the Dispatch Division are addressed.

Approximately 3 years ago the Sheriff's Office eliminated the Records Manager position as a cost savings measure, and since that time the Records Supervisor has been reporting directly to a Sworn Lieutenant. As a result of reductions in the number of Sworn Sergeants, the workload of the Sworn Lieutenant in the Support Services Division has increased and the position is unable to provide sufficient time to the Records Division. By having the Records Division report to a non-sworn position and a person with an administrative background, it will improve the management and oversight of the Records Division.

Lastly, approval of this recommendation will allow the Sheriff's Office to add an essential line-level position to the Information Technology Division without increasing Net County Cost. Due to ongoing changes in how technology is used to assist law enforcement, and the implementation of new technological systems, an additional position is necessary to support the increased workload.

**Actions to be taken following Board approval:**

The Clerk of the Board will execute both resolutions, Human Resources will update the Sheriff's adopted personnel allocation, and the Sheriff will open a recruitment to fill the Sheriff's Support Services Manager position.

**Contact:** Capt. Marc Adams, ext. 6586