330 Fair Lane, Building A
Placerville, California
530 621-5390
FAX 622-3645
www.edcgov.us/bos/

County of El Dorado

Legislation Details (With Text)

File #:	18-1883 **Version:** 1		
Type:	Agenda Item	**Status:**	Approved
File created:	11/30/2018	**In control:**	Board of Supervisors
On agenda:	1/15/2019	**Final action:**	1/15/2019
Title:	Sheriff's Office recommending the Board adopt and authorize the Chair to sign Resolution 004-2019, amending the Authorized Personnel Allocation Resolution 132-2018, thereby deleting the current vacant 1.0 full time equivalent (FTE) Community Services Officer allocation and adding 1.0 FTE Sheriff's Technician I/II, effective January 15, 2019 to better meet the demands of the Sheriff's Office. FUNDING: General Fund.		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. A - Sheriff SH Tech Add Delete Blue Route, 2. B - Sheriff SH Tech Resolution, 3. Executed Resolution 004-2019		

Date	Ver.	Action By	Action	Result
1/15/2019	1	Board of Supervisors	Approved	Pass

Sheriff's Office recommending the Board adopt and authorize the Chair to sign Resolution **004-2019**, amending the Authorized Personnel Allocation Resolution 132-2018, thereby deleting the current vacant 1.0 full time equivalent (FTE) Community Services Officer allocation and adding 1.0 FTE Sheriff's Technician I/II, effective January 15, 2019 to better meet the demands of the Sheriff's Office.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

The job duties of a Community Services Officer at the Sheriff's Office are at a less complex level than the Sheriff's Tech I/II, and involves under general supervision assisting the public, sworn and non-sworn, and other personnel by performing a variety of public relations, technical, and clerical duties, related to law enforcement functions including receipt and processing of related reports.

The Sheriff's Tech I/II under general supervision, performs a variety of responsible and complex clerical and technical tasks related to processing legal documents: human resources services and documents in the Sheriff's Office; preparing and maintaining relevant financial and other records on activities, receipts and disbursements; disseminating information from files as mandated by law; booking; and records maintenance.

The major distinction between the two classes is that the CSO performs the duties of a general assistant mainly to the public. The Sheriff's Tech I/II performs at a higher level and assists both the public and the County with more complex legal, human resources, financial, booking and records maintenance tasks.

The CSO position is currently vacant, so this action will not adversely impact workload or personnel. The Sheriff's Office has met with Human Resources and they agree with our request to add the

Sheriff's Technician I/II position and delete the CSO position.

ALTERNATIVES
N/A

PRIOR BOARD ACTION
N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT
Human Resources.

CAO RECOMMENDATION / COMMENTS
Approve as recommended.

FINANCIAL IMPACT
The Sheriff’s Technician I/II classification starts out as a Sheriff’s Technician I, which carries an identical salary schedule as the Community Services Officer position. After 12 months, a Sheriff’s Technician I is eligible to become a Sheriff’s Technician II. There is a cost difference between the Sheriff’s Technician II and the Community Services Officer position. In future years, an estimated cost increase of $5,000 will be observed due to the more expensive salary schedule of the Sheriff's Technician I/II position compared to the Community Services Officer position. The increased costs of the position will be off-set with salary savings and absorbed by the General Fund.

CLERK OF THE BOARD FOLLOW UP ACTIONS
Obtain the Chair's signature on the Resolution and provide one copy to the Sheriff's Office, Attn: Jon DeVille and one copy to the Human Resources Department.

STRATEGIC PLAN COMPONENT:
Public Safety

CONTACT
Undersheriff Randy Peshon