



Legislation Text

File #: 15-1206, **Version:** 1

Sheriff's Office recommending the Board adopt and authorize the Chair to sign Resolution **175-2015** amending the Fiscal Year 2015/16 approved Personnel Allocation Resolution to ADD 1.0 FTE Sheriff's Tech I/II and DELETE 1.0 FTE Community Services Officer.

FUNDING: General Fund.

DEPARTMENT RECOMMENDATION

Sheriff's Office recommends the add/delete of Sheriff's Tech I/II and CSO to better address the changing personnel needs of the Office.

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, clerical, 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 Department; 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.

ALTERNATIVES

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources Department will conduct the recruitment.

CAO RECOMMENDATION

CAO concurs with department recommendation.

FINANCIAL IMPACT

There is no Net County Cost associated with this item. The Sheriff's Office has the CSO position

budgeted in Fiscal Year 2015/16. The CSO and Sheriff Technician I position have the same salary. Per the personnel rules, after one year, the employee can apply and become a Sheriff's Tech II, which has a slightly higher hourly rate. The Sheriff's Tech II position costs will be budgeted for in the Sheriff's annual budget in future years.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Executed Resolution should be forwarded to Human Resources Department.

STRATEGIC PLAN COMPONENT

Public Safety

CONTACT

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