



# County of El Dorado

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## Legislation Text

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**File #:** 17-0001, **Version:** 1

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Sheriff's Office recommending the Board adopt and authorize the Chair to sign Resolution **021-2017** amending the Fiscal Year 2016/17 approved Personnel Allocation Resolution to add 2.0 FTE Sheriff's Technicians I/II and delete 2.0 FTE Community Services Officers.

**FUNDING:** General Fund.

### **DEPARTMENT RECOMMENDATION**

Sheriff's Office recommends the add/delete of 2.0 Sheriff's Technicians I/II and Community Services Officers (CSO) to better address the changing personnel needs of the Office.

### **DISCUSSION / BACKGROUND**

The job duties of a CSO within the Sheriff's Office involve, 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 Technicians I/II, under general supervision, perform 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 Sheriff Technician I salary schedule mirrors the CSO salary schedule. A Sheriff's Tech II classification salary rate is 10% greater than the Sheriff Tech I and CSO position. Per the personnel rules, after one year, a Sheriff's Tech I employee can apply and become a Sheriff's Technician II, which has a higher hourly rate. Converting the CSO position to a Sheriff's Tech I/II allows for more flexibility in completing complex job duties and provides for a promotional path to a Senior Sheriff's Technician.

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 Technician I/II performs at a higher level and assists both the public and the County with more complex legal, financial, booking and records maintenance tasks. Although the classification and compensation study is not complete, Koff and Associates has recommended reclassifying the Community Service Officer position to the Sheriff's Technician series. Based on the data they have collected, both classifications perform specialized clerical and technical duties for the Sheriff's Office.

### **ALTERNATIVES**

N/A

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

Human Resources

**CAO RECOMMENDATION**

Approve as recommended.

**FINANCIAL IMPACT**

There will be no Net County Cost associated with this item in the current Fiscal Year. The Sheriff's Office has the CSO position budgeted in Fiscal Year 2016/17. 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 Technician II, which has a slightly higher hourly rate. The Sheriff's Technician 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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