



Legislation Text

File #: 18-1738, **Version:** 1

Sheriff's Office, recommending the Board adopt and authorize the Chair to sign Resolution **250-2018**, amending the Authorized Personnel Allocation Resolution 132-2018:

- 1) Thereby deleting the current vacant 1.0 full time equivalent (FTE) Department Analyst I/II allocation and adding 1.0 FTE Administrative Analyst I/II, effective January 5, 2019; and
- 2) Thereby deleting the current vacant 1.0 full time equivalent (FTE) Senior Department Analyst I/II allocation and adding a 1.0 FTE Senior Administrative Analyst I/II, effective January 5, 2019.

FUNDING: General Fund.

DEPARTMENT RECOMMENDATION

Sheriff's Office recommending the Board adopt and authorize the Chair to sign the Resolution, amending Authorized Personnel Allocation Resolution 132-2018, thereby deleting two current positions (1.0 full time equivalent (FTE) Department Analyst I/II allocation and 1.0 FTE Senior Department Analyst I/II allocation) and replacing them with 1.0 FTE Administrative Analyst I/II and 1.0 FTE Senior Administrative Analyst I/II, effective January 5, 2019.

This position will reside in the Sheriff's Office Fiscal Division.

DISCUSSION / BACKGROUND

The Board of Supervisors approved Personnel Allocation Resolution 132-2018) which reflects the Sheriff's Office personnel allocations. Currently the Sheriff's Office has 2.0 FTE Department Analyst I/II positions. 1.0 of the Department Analyst I/II positions is currently vacant and resides in the Sheriff's Office Fiscal unit. Additionally, the Sheriff's Office has 1.0 FTE Senior Department Analyst I/II position, this position is currently vacant. These changes will not impact the Sheriff's Office budget. The positions replacing those that are proposed to be deleted have matching salary schedules.

Administrative Analyst I/II - This is the fully qualified journey-level classification in the Administrative Analyst series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents do not supervise other professional staff, but may supervises technical and/or administrative support staff as an ancillary duty.

Sr. Administrative Analyst I/II - This is the advanced-level classification in the professional Administrative Analyst class series. Incumbents work under direction, exercising a high level of discretion and independent judgment. Responsibilities emphasize staff and/or program leadership as well as the provision of complex and/or specialized professional-level support to assigned management personnel. The work requires a high level of accountability, judgment, and decision-making, and incumbents must frequently present strategies and recommendations that are without precedent or an established process. Successful performance of the work requires extensive professional experience as well as the ability to coordinate assigned functions with those of other

departments or outside agencies. Incumbents at this level typically serve as lead workers over subordinate professional staff and/or may directly supervise technical and/or administrative support staff. However, a position that directly supervises professional staff may be allocated at this level if such supervision is a minor part of the job and is therefore ancillary to the preponderant scope of the position.

The Sheriff's Office has reviewed the job specifications for both the Administrative Analyst position and the Senior Administrative Analyst position, met with Human Resources and believe that the job specifications are in line with the expected job duties going forward in the Sheriff's Office Fiscal unit.

ALTERNATIVES

The Board could choose to decline to adopt the Resolution but this would be in contrast to the direction Human Resources is going with re-classifying the Department Analyst and Senior Department Analyst positions.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources and County Counsel

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no Net County Cost associated with this Agenda item. The salary schedules for each respective position match.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) Clerk of the Board to obtain the Chair's signature on the original Resolution.
- 2) Clerk of the Board will provide one (1) copy of the signed Resolution to Human Resources, Attn: Katie Lee and one (1) copy to Sheriff's Office, Attn: Jon DeVille

STRATEGIC PLAN COMPONENT

Law and Justice

CONTACT

Sheriff John D'Agostini