



Legislation Text

File #: 19-0464, **Version:** 1

Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **043-2019** to correct the total number of allocations erroneously assigned to the Sheriff's Technician I/II classification on March 5, 2019, Legistar 19-0282.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

On March 5, 2019, as part of the County-wide classification study implementation, the Board approved the reclassification of two (2.0 FTE) Community Services Officer positions to the classification of Sheriff Technician I/II in the Sheriff's Office. Unfortunately, the Resolution (021-2019) was incorrect due to a timing issue. There was an in-process deep class promotion from the I to the II level during this time, so the position control document was manually altered to ensure a "position" was available for the promotion to the II-level, and the I-level "position" was still listed on the position control document. The number of "Allocated" positions prior to the addition of the two newly-reclassified positions reflected 34.0 positions, when it should have reflected 33.0 positions. With this error, Human Resources erroneously added one allocation. Human Resources notified the Sheriff's Office as soon as it was discovered and is coming back to the Board to correct this error. The corresponding resolution to this item shows the corrected information as follows:

Allocations: 33.0
Filled: 28.0
Proposed: +2.0
Total Allocations: 35.0

The Human Resources staff will be reviewing the situation in order to identify a process to mitigate this type of error in the future.

ALTERNATIVES

N/A

PRIOR BOARD ACTION

Legistar #: 19-0282

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

There is no financial impact as a result of the correction. As stated in item #19-0282, due to the upward reclassifications listed herein for the Sheriff's Office, the annual fiscal impact is an increase of

approximately \$6,000 each year. A budget amendment is not necessary as a result of this change.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a fully executed Resolution to the Katie Lee in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources