



COUNTY OF HUMBOLDT

For the meeting of: 1/26/2021

File #: 21-74

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Adoption of Amended Classification Specifications for Undersheriff, Sheriff's Captain, Sheriff's Lieutenant

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the amended job specifications for the following classifications:

- Undersheriff (Class 0400) (Attachment #1)
- Sheriff's Captain (Class 0402) (Attachment #2)
- Sheriff's Lieutenant (Class 0406) (Attachment #3)

SOURCE OF FUNDING:

N/A

DISCUSSION:

Koff & Associates (K&A) drafted recommended specifications for the Undersheriff, Sheriff's Captain, and Sheriff's Lieutenant as part of the county-wide classification study. These job specifications were further reviewed and enhanced between the Sheriff and County Human Resources/Risk Management. Pending a global adoption of the updated 2021 County Classification Plan and in anticipation of vacancies in these leadership positions, it is recommended that the Board of Supervisors adopt these amended classifications.

FINANCIAL IMPACT:

The amended classifications will result in the addition of Intermediate Certificate Pay for the Sheriff's Lieutenants and Sheriff's Captain and Advanced Certificate and Management Certificate Pay for the Undersheriff. The approximate annual cost of this additional certificate pay for the 8 positions is approximately \$54,400. Of this amount, \$5,015 would be paid by the Rural County Trust Fund, \$5,822 would be paid by Measure Z with a remaining \$43,563 from the General Fund. The Sheriff's Office will manage these pay increases within their existing budget and there is no additional General Fund or Measure Z contribution requested.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees .

OTHER AGENCY INVOLVEMENT:

Koff & Associates

Sheriff's Office

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose not to approve the adoption of these specifications, however; this would not be recommended as the updates made to the specifications will assist in recruiting the most qualified applicants for these positions.

ATTACHMENTS:

1. Copy of amended Undersheriff specification
2. Copy of amended Sheriff's Captain specification
3. Copy of amended Sheriff's Lieutenant specification

PREVIOUS ACTION/REFERRAL:

Board Order No.: jN/A

Meeting of: N/A

File No.: N/A