



COUNTY OF HUMBOLDT

For the meeting of: 11/13/2018

File #: 18-1441

To: Board of Supervisors

From: Sheriff

SUBJECT:

Position Allocation Modification to Sheriff's Office

RECOMMENDATION(S):

That the Board of Supervisors deallocate 1.00 FTE Fiscal Assistant II (class 0177A/B, salary range 299/325, position 02, step 1A) in budget unit 221 Sheriff's Operations; and allocate 1.0 FTE Administrative Analyst I (class 0626, salary range 381) in budget unit 221 Sheriff's Operations.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

The Sheriff's Office currently manages a minimum of 10 annual grants and occasionally receives one-time grants. Various staff members of the Sheriff's Business Office, Sheriff's Office of Emergency Services, Correctional Facility and the Special Services Lieutenant handle management of the grants including application, reporting, and accounting. The Sheriff's Office is interested in pursuing additional grant opportunities, but the current grant management structure is not efficient to support additional grants. The Business Office has been working on several processes to improve the efficiency of their work and this request to de-allocate the vacant Fiscal Assistant position and allocate an Administrative Analyst will bring the skill set needed to the department to consolidate grant management into the Business Office and further improve efficiency making it possible to pursue additional grant opportunities.

FINANCIAL IMPACT:

Annual salary and benefit expenses for a 1.0 FTE Fiscal Assistant II, step 1A are \$49,753. Annual salary and benefit expenses for a 1.0 Administrative Analyst, step A are \$68,954. This is an increased annual expense of \$19,201. Should the Board of Supervisors approve this request, then the earliest anticipated start date to allow for recruitment and backgrounds is January 1, 2019. The Sheriff's Department has identified funds from Budget unit 1100221- Sheriff Operations line item 2125 - Transportation and Travel to cover the FY 2018-19 mid-year appropriations transfer for this position re-allocation request.

The recommended action supports the Board's Strategic Framework to provide core services by managing our resources to ensure sustainability of services and seeking outside funding sources to benefit Humboldt County needs.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to de-allocate a Fiscal Assistant I/II position and re-allocate an Administrative Analyst position in Budget Unit 221; however, this is not recommended as it would jeopardize the ability of the Sheriff's Business Office to pursue additional grant opportunities.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: Not Applicable

Meeting of: Not Applicable

