



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

D-19

For the meeting of: June 21, 2016

Date: May 31, 2016

To: Board of Supervisors

From: Michael T. Downey, Sheriff

Subject: Temporary Allocation of Two (2) Senior Emergency Communications Dispatcher Positions (salary class 0127, salary range 363) in Budget Unit 110-221

RECOMMENDATION(S):

That the Board of Supervisors:

Authorize two (2) temporary Senior Emergency Communications Dispatcher position allocations (salary class 421, salary range 355) in Budget Unit 1100-221 to become effective with the pay period beginning July 3, 2016 and ending November 19, 2016.

SOURCE OF FUNDING:

General Fund

Prepared by *Norma S. Lorenzo*
Norma S. Lorenzo, Deputy Director Sheriff Admin

CAO Approval *Cheryl D. Hoffman*

REVIEW:	Auditor <u><i>MSW</i></u>	County Counsel _____	Human Resources <u><i>df</i></u>	Other _____
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Sundberg*

Seconded by Supervisor *Fennell*

Ayes *Sundberg, Fennell, Lovelace, Bohn, Bass*

Nays

Abstain

Absent

And carried by those members present, the Board hereby approves the recommended action contained in this report.

Dated: *June 21, 2016*

By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

DISCUSSION:

A chronic shortage of Emergency Communication Dispatchers in the Humboldt County Sheriff's Office Operations Division during the past year has required diligent recruiting to fill vacancies. There are currently three new employees who have recently been hired, and these new recruits can be expected to complete training in approximately four months. More advanced POST training is also available for Dispatch employees once a probationary period has been completed.

The Sheriff's Operations Division currently has two Senior Emergency Communication Dispatchers who are assigned to training new recruits, in addition to the regular shifts and other duties for each. In order to adequately rotate new recruits to all shifts, and meet the training needs for the next 3-4 months, the Sheriff's Office is requesting two (2) temporary Senior Emergency Communication Dispatcher allocations (salary class 0127, range 355). This will provide the open allocations necessary to work current qualified Senior Dispatch employees in an Out-of-Class Assignment in accordance with Section 12.6 of the AFSCME MOU. An assigned Senior Emergency Communications Dispatcher will work in a temporary out-of-class assignment as a trainer with a new recruit through the training program. The department has identified Emergency Communications Dispatchers who are qualified to fill the trainer positions on a temporary basis and no additional permanent positions will need to be added.

If approved, the two (2) temporary Senior Emergency Communications Dispatcher positions will become effective with the pay period beginning July 3, 2016 and end on November 19, 2016. This temporary out-of-class assignment to Senior Emergency Communications Dispatcher will provide an increase in base salary for the period of time each Dispatcher is providing training, and will avoid Dispatchers working out of class without appropriate compensation. At the end of the temporary assignment, the two temporary Senior Emergency Communications Dispatchers will return to regular duties as Emergency Communications Dispatchers.

FINANCIAL IMPACT:

If your Board approves the requested temporary Senior Emergency Communications Dispatcher positions, it is the intention of the Sheriff's Office to temporarily assign two Emergency Communications Dispatchers to fill those positions as training officers, for the period beginning July 3, 2016 and ending on November 19, 2016. The salary difference between the Emergency Communications Dispatcher (salary class 0128, range 335) and Senior Emergency Communications Dispatcher (salary class 0127, range 355) is \$466.50 per pay period, including benefits and average overtime, for each training officer. This equates to approximately \$4,665 for two temporary training officers for the duration of the assignment.

Costs for two Senior Emergency Communications Dispatchers temporarily assigned as training officers will be charged to the General Fund allocation in the proposed FY 2016-17 budget for the Sheriff Operations in budget unit 1100-221. Because of ongoing vacancies, budget unit 1100-221 currently shows thirteen vacant and funded positions, which amounts to salary savings of approximately 9% or \$980,547 in all classifications.

The recommended action supports the Board's Strategic Framework as a new initiative to provide core services in ways that safeguard the public trust through investing in county employees.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for two (2) temporary Senior Emergency Communications Dispatcher allocations, however, this is not recommended as it would severely limit the Sheriff Office's ability to adequately train newly hired employees in a timely manner.

ATTACHMENTS:

None