



# COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-26**

For the meeting of: August 9, 2016

Date: July 15, 2016  
To: Board of Supervisors  
From: Michael T. Downey, Sheriff  
Subject: Approve the Funding of .54 FTE Frozen Fiscal Assistant I/II for Sheriff's Operations Budget Unit 1100-221 (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

Approve the funding of a .54 FTE frozen Fiscal Assistant I/II (class 0177, salary range 293/319, position 02) in Sheriff's Office Budget Unit 221 effective at the beginning of the pay period following approval.

SOURCE OF FUNDING:

General Fund

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

CAO Approval *Chris D. Illingworth*

REVIEW: Auditor *MSM* County Counsel *LAD* Human Resources *D.J.* Other \_\_\_\_\_

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 *Fennell*  
Seconded by Supervisor *Sundberg*  
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: *Aug 9, 2016*  
By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

DISCUSSION:

The Sheriff's Business Office has seen an increase in the workload over the past year, due in part to an 11% increase in department staffing, as well as increased program and reporting requirements. The Business Office currently has 1.0 FTE Senior Fiscal Assistant, 1.0 FTE Fiscal Assistant I/II, and 1.0 FTE Administrative Services Officer. For the past three years or more a .50 FTE part-time extra help Fiscal Assistant II has been helping to fill the workload gap. In addition, overtime is routinely required from all of the employees in the Business Office to meet deadlines.

Because of family medical issues the regular Fiscal Assistant II employee has submitted a written request to the Sheriff to have her hours permanently reduced to part-time. The department would not be able to accommodate a permanent reduction in hours for this employee unless a full-time position can also be filled. Management has reassigned duties in an effort to streamline efficiency and productivity, however, a recently completed workload analysis has determined that sufficient demands exist in the Business Office to add the frozen permanent part-time position back into the staffing allocation plan as a funded position.

Therefore, the Sheriff's Office is requesting funding for a frozen Fiscal Assistant I/II (class 0177, salary range 293/319, position 02) in Budget Unit 221 to accommodate one part-time position, while leaving a full-time position available for recruitment.

FINANCIAL IMPACT:

Annual expenses for the .054 FTE permanent part-time position in Budget Unit 221 for FY2016-17 will total approximately \$37,501 for both salary and benefits. The Sheriff's Office currently has costs of approximately \$1,500 per month in overtime and \$1,850 per month in extra help to meet the needs of the Business Office. By eliminating overtime and the extra-help positions currently utilized in the Business Office, savings of approximately \$40,200 per year may be used to offset the added .54 FTE position.

The recommended action supports the Board's Strategic Framework as a new initiative to provide core services by investing in County employees to better provide community appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval for funding of the part-time frozen Fiscal Assistant I/II position in Budget Unit 221; however, this is not recommended as it would jeopardize the ability of the Sheriff's Business Office to meet their obligations and deadlines.

ATTACHMENTS:           None