



AGENDA ITEM NO.  
**ca1**

# COUNTY OF HUMBOLDT

For the meeting of: July 10, 2018

Date: June 13, 2018  
To: Board of Supervisors  
From: William F. Honsal, Sheriff  
Subject: Allocation of Undersheriff Position

RECOMMENDATION(S):

That the Board of Supervisors:

Allocate one full-time Undersheriff (class 0400, salary range 542) position in budget unit 1100221 effective the beginning of the pay period following approval.

SOURCE OF FUNDING:

General Fund

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

CAO Approval *[Signature]*

REVIEW:  
Auditor \_\_\_\_\_ County Counsel \_\_\_\_\_ Human Resources WAD 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 Wilson  
Seconded by Supervisor Fennell  
Ayes Bass, Fennell, Bohn, Wilson  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent Sundberg  
And carried by those members present, the Board hereby approves the recommended action contained in this report.

Dated: 7/10/18  
By: *[Signature]*  
Kathy Hayes, Clerk of the Board

## DISCUSSION:

The position of Sheriff is an elected position and the current term expires on December 31, 2018. On May 6, 2017 the Sheriff retired and the Undersheriff was appointed by your Board to fill the position until election of a new Sheriff. Based on the results of the June 5, 2018 election, the current Undersheriff will become the next Sheriff and will assume office on January 7, 2019 after he is sworn in.

Due to the early retirement of the Sheriff, both the Undersheriff and Sheriff positions have been filled by one person for over a year. The department is requesting that the Board approve an additional allocation of an Undersheriff position in order to allow recruitment to begin immediately. The additional Undersheriff position will be filled as soon as possible and the currently filled Undersheriff position will be deallocated once it becomes vacant.

The allocation of an additional position will facilitate the transition to a new Sheriff and will benefit the office with improved supervisory capabilities, administration of the department and distribution of the workload.

## FINANCIAL IMPACT:

The cost of the Undersheriff position for six months is approximately \$77,222. The Undersheriff position is funded in the Sheriff's proposed fiscal year 2018-19 budget. There will be no additional impact on the General Fund.

This request supports the Board's Strategic Framework by managing resources to ensure sustainability of service and investing in County employees

## ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may decide not to approve the proposed position allocation, however this alternative is not recommended. The additional workload attributable to continued vacancy in the Undersheriff position will negatively impact the functionality of the Sheriff's office and the level of service provided to communities.

## ATTACHMENTS:

None