



# COUNTY OF HUMBOLDT

For the meeting of: 8/20/2019

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File #: 19-1164

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**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

**SUBJECT:**

Position Allocation Modification to Sheriff's Office (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the reallocation of the Legal Office Services Supervisor position (salary range 380, class 1150) currently occupied by Melva Paris in budget unit 221 to Legal Office Services Manager (salary range 401, class 0133) effective Aug. 25, 2019 (4/5 Vote Required).

**SOURCE OF FUNDING:**

General Fund

**DISCUSSION:**

Sheriff Operations has recently undergone a reorganization of the reporting structure for the Legal Office Assistants (LOAs) in the Civil Division, Coroner's Office, McKinleyville substation and Garberville substation. Previously, only the Records Division LOA's reported to the Legal Office Services Supervisor and the other LOA's reported to a Sergeant or Lieutenant. Aligning all LOAs under one manager will improve coverage, service, efficiency, and succession planning for all these divisions. See attached organization charts for a before and after visual of the organization re-structure (Attachment 1).

As part of the reorganization, the scope of responsibilities has increased for the Legal Office Services Supervisor Melva Paris. Previously Mrs. Paris was responsible for four staff and the Records Division. The reorganization has increased the number of staff she oversees to eight and has added the responsibilities of front-office coverage, workflow and records maintenance in the Civil Division, Coroner's Office, and the two substations. The Sheriff's Office requested Human Resources to review the change of duties and recommend any necessary reclassification. Per the attached Classification Review Request, Human Resources recommends the Legal Office Services Supervisor position be reclassified to a Legal Office Services Manager (Attachment 2).

**FINANCIAL IMPACT:**

Annual salary and benefit expenses for a 1.0 FTE Legal Office Services Supervisor, step E is \$91,523.

Annual salary and benefit expenses for a 1.0 Legal Office Services Manager, step E is \$99,607. This is an increased annual expense of \$8,084. The Sheriff's Office has identified funds from Budget unit 1100221- Sheriff Operations line item 2123 - Special Departmental Expenses to cover the increased salary expense for FY 2019-20. Upon approval of this reallocation, the Sheriff's Office will submit an appropriation transfer request to the Auditor-Controller and CAO Offices. There will be no impact to the General Fund.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by investing in county employees and managing our resources to ensure sustainability of services.

**OTHER AGENCY INVOLVEMENT:**

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could deny this request for approval to reallocate a Legal Office Services Supervisor position to a Legal Office Services Manager in Budget Unit 221; however, this is not recommended. Denying this request would lead to inequity in the work responsibility vs. compensation for this position.

**ATTACHMENTS:**

- 1 - LOA Organization Charts
- 2 - Classification Review Request and Recommendation

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: NA  
Meeting of: NA  
File No.: NA