



# COUNTY OF HUMBOLDT

For the meeting of: 7/11/2023

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File #: 23-788

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**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Position Allocation Modification for Sheriff's Office to Deallocate 1.0 Full-Time Equivalent (FTE) Deputy Sheriff and Allocate 1.0 FTE Deputy Coroner-Public Administrator

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the allocation of 1.0 FTE Deputy Coroner-Public Administrator (class 0445, salary range 453) in budget unit 1100-221 effective immediately; and
2. Approve the deallocation of 1.0 FTE Deputy Sheriff II (class 0416B, salary range 462) in budget unit 1100-221 effectively immediately.

**SOURCE OF FUNDING:**

General Fund (1100-221400)

**DISCUSSION:**

Over the past several years the workload of the staff assigned to the Coroner/Public Administrator's Office has significantly increased. Currently we have one Sheriff's Sergeant, one Deputy Sheriff and two Deputy Coroner's assigned, a total of four FTE's. This configuration requires the Sergeant to be on call and take a full case load, taking him/her away from their supervisory duties. This is not ideal, and we should strive to ensure our supervisory staff are placed in a position to succeed and provide the necessary oversight.

The explosion of fentanyl and related overdose deaths are a contributing factor as well as an aging population. In 2015 we completed 292 death investigations, with none of those being attributed to fentanyl. In comparison, in 2022 we took 407 death investigations with 65 being a fentanyl overdose. Since April of this year, we have taken 149 cases, 24 being a fentanyl overdose and we are projecting a total of 447 cases with 72 being related to fentanyl (53% increase from 2015 to 2023). In 2015 we completed 348 reportable death reviews and 1,449 entries into the Humboldt County Electronic Death Registry System. In 2022 we completed 541 reportable death reviews and 1,778 entries into the

Humboldt County Electronic Death Registry System. Since April of this year, we have completed 154 death reviews (projected to be 462) and 580 entries into the Humboldt County Electronic Death Registry System (projected to be 1,740). This is an increase of 33% for death reviews and 20% increase for death registry entries when compared to 2015.

Because of the increased workload and stress on the existing employees, the Sheriff’s Office is recommending deallocating a Deputy Sheriff II position and reallocating a Deputy Coroner / Public Administrator to the Coroner/Public Administrator’s Office. This would bring the number of assigned personnel to five FTE’s.

This will save the county money, by paying less for a Deputy Coroner, and by cutting down on the overtime at the Coroner’s Office

**FINANCIAL IMPACT:**

<b>Expenditures (Fund, Budget Unit)</b>	<b>FY22-23</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses	\$117,940	\$87,291	\$89,910
Additional Appropriation Requested	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$117,940</b>	<b>\$87,291</b>	<b>\$89,910</b>
<b>Funding Sources (Fund, Budget Unit)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
General Fund	\$117,940	\$87,291	\$89,910
<b>Total Funding Sources</b>	<b>\$117,940</b>	<b>\$87,291</b>	<b>\$89,910</b>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The annual salary and benefits of a 1.0 FTE Deputy Sheriff II step 1A is \$117,940.00 and for 1.0 FTE Deputy Coroner-PA Step 1A is \$87,291. The annual salary savings for this reallocation is \$30,649. Additionally, there will be reduced savings in overtime in the long run, but that amount is difficult to quantify.

**STAFFING IMPACT:**

<b>Position Title</b>	<b>Position Control Number</b>	<b>Monthly Salary Range (1A-E Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Deputy Sheriff II	2210416B05	1A	0	1
Deputy Coroner-PA	2210445-03	1A	1	0

**Narrative Explanation of Staffing Impact:**

The restructuring of these positions will improve the staffing model at the Coroner’s Office which will reduce overtime and allow the Sergeant to provide better oversight of the division.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board’s Strategic Framework.

Core Roles: N/A

New Initiatives: Provide community-appropriate levels of service

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to modify the positions, however this is not recommended as it would continue to put undue stress on the staff at the Coroner's Office.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA

Meeting of: NA

File No.: NA