



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C36

For the meeting of: July ³¹~~24~~, 2018

Date: July 10, 2018
To: Board of Supervisors
From: William F. Honsal, Sheriff
Subject: Position Allocation Modification to Sheriff's Office

RECOMMENDATION(S):

That the Board of Supervisors:

1. Deallocate .54 FTE Fiscal Assistant II (class 0177, salary range 297/323, position 02, step E) in budget unit 221 Sheriff's Operations; and
2. Allocate 1.0 FTE Fiscal Assistant I/II (class 0177, salary range 297/323) in budget unit 221 Sheriff's Operations.

SOURCE OF FUNDING:

General Fund

Prepared by [Signature] CAO Approval [Signature]
Keri Furtado, Administrative Services Officer

REVIEW:	Auditor _____	County Counsel _____	Human Resources <u>[Signature]</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 Fennell
Seconded by Supervisor Wilson
Ayes Fennell, Wilson, Bass, Sundberg
Nays _____
Abstain _____
Absent Bohn

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

Dated: 7/31/18
By: [Signature]
Kathy Hayes, Clerk of the Board

DISCUSSION:

In April 2016 your Board approved a permanent reduction in hours for one Fiscal Assistant I/II position from 1.0 FTE to .54 FTE. This request was made to accommodate an employee's family health care needs. This employee has since left county employment.

This particular position has been assigned to complete all the personnel paperwork for the Sheriff's Office and the department was not be able to accommodate a permanent reduction in hours for this employee without using the services of an extra help part-time retired annuitant. Management reassigned duties in an effort to streamline efficiency and productivity, however, a recently completed workload analysis determined that sufficient demands exist in the Business Office to increase the hours of the part-time position back to full-time 40 hours per week.

For these reasons the Sheriff's Office is requesting that the part-time .54 FTE Fiscal Assistant II position (class 0177, salary range 293/319, position 02) in Budget Unit 1100221 be deallocated and a full-time 1.0 FTE Fiscal Assistant I/II (class 0177, salary range 293/319) be allocated in Budget Unit 1100221 for FY 2018-19.

FINANCIAL IMPACT:

Annual expenses for the Fiscal Assistant II .054 FTE permanent part-time position at step E in Budget Unit 221 for FY 2018-19 will total approximately \$40,439 for both salary and benefits. Staff estimates the cost for a full-time Fiscal Assistant I hired at the beginning step at \$47,682. In addition, the Sheriff's Office currently has costs of approximately \$500 per month in overtime and \$1,850 per month in extra help to meet the needs of the Business Office. It is anticipated that the additional costs for overtime and extra help will be eliminated on the Fiscal Assistant position is filled as full-time.

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 full-time Fiscal Assistant I/II position in Budget Unit 221 to replace the part-time position; 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