



# COUNTY OF HUMBOLDT

For the meeting of: 2/19/2019

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File #: 19-156

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**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

**SUBJECT:**

Deallocate Sheriff's Compliance Officer and Allocate Supervising Correctional Deputy Position (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the allocation of one full-time (1.0 FTE) Supervising Correctional Deputy position (salary range 430, class 0420) in budget unit 243 effective immediately (4/5 vote required); and
2. Approve the deallocation of the Sheriff's Compliance Officer position (salary range 420, class 0422 in budget unit 243) (4/5 vote required).

**SOURCE OF FUNDING:**

General Fund/Budget Unit 1100243

**DISCUSSION:**

The Sheriff's Compliance Officer is responsible for the following:

- Monitors compliance of the Correctional Facility with Title 15 and other state/federal regulations. Maintains statistics, cost information, inmate data and prepares reports provided to several agencies.
- Represents the Sheriff's Office in local and federal court, responds to writs, works with County Counsel on ensuring all department policies meet state and federal guidelines.
- Coordinates compliance activities with the Board of Supervisors, the Sheriff, the Grand Jury, facility staff and other county departments.
- Oversees the facility training program for all newly hired Correctional Deputies.

The level of responsibility associated with this position requires someone with the rank and experience of a Supervising Correctional Deputy.

**FINANCIAL IMPACT:**

Annual salary and benefit expenses for a 1.0 FTE Sheriff's Compliance Officer, step 1A are \$80,334.87. Annual salary and benefit expenses for a 1.0 Supervising Correctional Deputy, step 1A are \$91,050.32. This is an increased annual expense of \$10,715.44. The Sheriff's Office has identified

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funds from Budget unit 1100243- Sheriff - Jail based on salary savings from vacancies.

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:

NA

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to modify the current Sheriff's Compliance Officer to a Supervising Correctional Deputy; however, this is not recommended as it would jeopardize the department's ability to fill this critical position with a qualified candidate.

ATTACHMENTS:

Classification Review Request

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA

Meeting of: NA

File No.: NA