



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-14

For the meeting of: January 24, 2017

Date: November 30, 2016
To: Board of Supervisors
From: Michael T. Downey, Sheriff
Subject: Reallocation of Deputy Coroner Position in Sheriff's Office Budget Unit 272
Assigned to the Coroner-Public Administrator Bureau

RECOMMENDATION(S):

That the Board of Supervisors:

Approve the reallocation of the currently vacant 1.0 FTE Deputy Coroner-Public Administrator (class 0445, salary range 403, position 01) position in budget unit 272 to Deputy Sheriff I/II (class 0416, salary range 397/412) effective at the beginning of the next bi-weekly pay period following approval.

SOURCE OF FUNDING:

General Fund

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

CAO Approval *[Signature]*

REVIEW:

Auditor *MSM* County Counsel _____ Human Resources *[Signature]* 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 *Fennell*
Seconded by Supervisor *Wilson*

Ayes *Sundberg, Fennell, Bass, Bohn, Wilson*

Nays
Abstain
Absent

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

Dated: *Jan. 24, 2017*

By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

DISCUSSION:

At the request of Sheriff Downey, the Human Resources Department conducted a review of the Deputy Coroner-Public Administrator position currently vacant in budget unit 272. It is the Sheriff's intention to staff the Coroner/Public Administrator Bureau with sworn staff in order to better facilitate the collection and preservation of evidence, preparation of reports, and participation in accident investigations. In addition to investigating deaths, notifying next of kin, and conducting inquests, sworn staff will also have the capability of participating in search and rescue, K-9 activities and back-up to local law enforcement agencies if needed. This flexibility will allow the Sheriff's Office to provide expanded services and better meet the needs of the community.

The Human Resources Classification Review of November 29, 2016 concluded that a reallocation of the vacant position from Deputy Coroner-Public Administrator to Deputy Sheriff I/II would more accurately reflect the duties of the position, as it pertains to the Coroner-Public Administrator Bureau. Adjustment was made to the salary range numbers referenced in the Classification Review to accurately reflect new range categories effective January 1, 2017.

FINANCIAL IMPACT:

The salary difference between the Deputy Coroner-Public Administrator and Deputy Sheriff positions at entry level is approximately \$150 per pay period, including benefits. This equates to approximately \$3,900 annually. The Deputy Coroner-Public Administrator position is included in the approved FY 2016-17 budget for the Sheriff's Office Budget Unit 272. The increase in salary and benefits for the reallocation will be approximately \$1,950 for the remainder of the current fiscal year. Costs for salaries and benefits in the Sheriff's Coroner-Public Administrator Bureau are covered by the General Fund allocation.

The recommended action emphasizes public safety and community-appropriate levels of service by supporting the Board of Supervisor's Strategic Framework and investing in county employees.

OTHER AGENCY INVOLVEMENT:

Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for reallocation of the Sheriff's Sergeant position in BU 221 and assigned to the Coroner-Public Administrator Bureau, however, this is not recommended as it would create a situation where an employee is working out of class to provide the appropriate level of supervision,

ATTACHMENTS:

Attachment 1 Human Resources Classification Review November 29, 2016

Attachment I

Human Resources Department
Classification Review Deputy Coroner-Public Administrator

CLASSIFICATION REVIEW REQUEST

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Personnel prior to the effective date of the new allocation. This form is to be submitted two-sided.

NOTE: This form should not be used for audits of existing position or new job classifications.

Department: Sheriff's Office Date: November 23, 2016

Division/Unit/Location of new position: Coroner / Public Administrator Office

Name of contact person: Norma Lorenzo

Position status (check one) Regular ☒ Grant ☐ Other ☐

If position is in a new grant or program, explain the general purpose or function of the program:

Anticipated start date: 01/01/2017 Duration of grant:

FTE of new position: 1.0 Budget unit: 1100-272

Name and title of person supervising this position: Lt Ernie Stewart

Name and title of anyone currently in your department performing the same or similar duties:

Jamie Barney

Please list the primary duties of this position on the reverse side.

PERSONNEL USE ONLY

RECOMMENDATION: Deputy Sheriff I/II DATE: 11/29/16

NAME OF ANALYST: Ron Halverson

Personnel notes: Based upon the information provided on this form, my conversation with Norma Lorenzo and the Sheriff's intent to staff the Coroner / Public Administrator Office with sworn staff, HR recommends the appropriate classification is Deputy Sheriff I/II. You will need to prepare a report to the Board with the following recommendation: "That the Board of Supervisors reallocate the currently vacant

List the primary duties of the proposed position:

Assists in determining the cause of deaths falling

under the Coroner's jurisdiction and reports findings to determine the need for an inquest.

Travels to the scene of the death, confers with emergency medical personnel, nurses, fire department staff and law enforcement personnel, under whose jurisdiction the death may fall, and photographs scene, takes evidence, moves body to the Coroner's office. Obtains fluid samples from bodies; attends or assists pathologist at autopsies; removes organs, takes tissue and organ samples, closes and cleans bodies and delivers to mortuary. Conducts investigations and inventories of decedents' estates placed under the jurisdiction of the Public Administrator. Coordinates crime scene control and investigation, including interviews and interrogations, identification of witnesses, overseeing collection and preservation of physical evidence. Prepares and documents cases, completes reports and records, and prepares and maintains other logs and records. Investigates traffic accidents and provides traffic and crowd control as necessary; participates in special details and assignments, including K-9 and Search and Rescue. Coordinates with and serves as back-up to other local law enforcement agencies.

Indicate any required licenses:

California drivers license, POST certification

Add any additional information which might be useful for this review:

This position should have

training and skills appropriate to provide Deputy Sheriff I/II backup in the field as needed.

The Sheriff's intent is to reallocate the currently vacant Deputy Coroner - Public Administrator position to a sworn position. Am

Department head signature

Theresa D. G. G. G.

Date

Nov 28, 2016

PERSONNEL USE ONLY

1.0 FTE Deputy Coroner - Public Administrator (class 0445, salary range 399, position or) position, in budget unit 272, to Deputy Sheriff I/II (class 0416, salary range 393/408), effective immediately."

Please attach a copy of this form with your report to the Board.