



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-23

For the meeting of: January 19, 2016

Date: December 22, 2015
To: Board of Supervisors
From: Michael T. Downey, Sheriff
Subject: Correctional Deputy Salary Advancement in Budget Unit 1100-243 Jail

RECOMMENDATION(S):

That the Board of Supervisors:

Approve salary advancement as required by Humboldt County Salary Resolution 82-190, Section 6 (A) (1) Appointments, Advancements, and Demotions, for Correctional Deputy 1 Edmund Burgess (class 0424A, salary range 328, Position 07, Salary Step 1A) in budget unit 1100-243 to Salary Step "B" effective the beginning of the 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 *Amy Nissen*

REVIEW:
Auditor _____ County Counsel _____ Human Resources *Jf.* 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 *Bass*
Seconded by Supervisor *Fennell*

Ayes *Sundberg, Fennell, Lovelace, Bohn, Bass*
Nays _____

Abstain _____
Absent _____

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

Dated: *Jan 19, 2016*

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

DISCUSSION:

The Sheriff's Office is currently in an aggressive campaign to recruit qualified Correctional Deputy 1 (CD1) candidates to fill 13 existing vacancies in the Correctional Facility. To qualify as a CD1, successful applicants must:

- obtain and maintain firearms qualifications; and
- complete the Board of State and Community Corrections, Adult Corrections Officer Core Course, required under Title 15 of the California Code of Regulations within one year of employment.

The practice of the Sheriff's Office has been to hire and train Correctional Deputies in-house and subsequently send the new hires to the Core Course in the first year of employment. To incentivize candidates who already have the Core Course Certification, the Sheriff and County Administrative Officer (CAO) have approved a program to hire Correctional Deputy recruits with Core Corrections Course graduation certificates at an advanced salary step "B" rather than the usual new hire salary step "1A". Hiring a CD1 with the Core Course Certification saves the Sheriff's Office \$5,000 and reduces training time by 25%.

On September 28, 2015 Correctional Deputy Edmund Burgess was hired at salary step "1A", even though he had the core academy certification. In order to be consistent with Humboldt County Salary Resolution 82-190, Section 6 (A) (1) Appointments, Advancements, and Demotions, the Sheriff's Office is seeking your Board's approval to increase Correctional Deputy 1 Edmund Burgess's pay to step "B," effective at the beginning of the pay period following approval. The requested action is needed to bring CD1 Burgess' step in alignment with other current new hires.

See education and training qualifications for Correctional Deputy 1 Burgess below:

1. In the fall of 2014 Burgess was enrolled at American River College and completed the semester courses of Criminal Procedures and Introduction to Corrections.
2. Burgess attended and completed the 62nd Correctional Officer Core Course at Yuba College Public Safety Center on May 6, 2015. This course has STC certification number 0244-020054. The Core Course included:
 - a. PC832 Firearms Training (STC certification number 0244 059260, and POST certification number 4900-80101-14002).
 - b. PC832 Laws of Arrest (STC certification number 0244- 059258, POST certification number 4900-80102-14002).
3. Burgess employment history has been in security and retain loss prevention, and includes the following training through the International Foundation for Protection Officers:
 - a. Event Security, dated 05/24/2013.
 - b. Parking Lot Security, dated 06/20/2013.
 - c. Basic Security Officer Training Series, 3rd Edition, dated 05/25/2014.
4. Burgess holds a blue striped belt in Muay Thai, a form of martial arts discipline.

FINANCIAL IMPACT:

The salary difference between the Correctional Deputy 1 at Salary Step "1A" and Salary Step "B" at entry level is \$367 per month, including benefits. This equates to approximately \$4,404 annually. If approved, the accelerated pay increase is estimated to cost the County approximately \$4,771 from the effective date of the increase through the remainder of the 18-month period when CD1 Burgess would normally advance to Salary Step "B". The total cost will be offset by a saving of \$5,000 in training costs. Because CD1 Burgess completed his Core training prior to being hired he will be able to assume regular duties much sooner.

Costs for the advanced Salary Step "B" increase will be charged to the General Fund allocation in the approved fiscal year 2015-16 budget for Corrections BU 1100-243, and will be offset by salary savings created by multiple unfilled positions. There will be no additional request for funds.

The recommended action supports the Board's Strategic Framework as a new initiative to provide core services in ways that safeguard the public trust through investing in county employees.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for advanced Salary Step "B" for CD1 Edmund Burgess, however, this is not recommended as it would create an inequity between newly hired employees and contribute to the department's already strained ability to hire and retain Correctional Deputies.

ATTACHMENTS:

None