



# COUNTY OF HUMBOLDT

For the meeting of: 12/18/2018

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File #: 18-1561

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**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

SUBJECT:

Sheriff Measure Z Position Reallocation

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of 1.0 full-time (FTE) Program Coordinator position (salary range 421, class 1425) in budget unit 297 effective immediately; and
2. Approve the deallocation of 1.0 FTE Senior Legal Office Assistant position (salary range 347, class 0168) in budget unit 297.

SOURCE OF FUNDING:

Measure Z funds

DISCUSSION:

At the request of the Sheriff's Office of Emergency Services (OES), Human Resources initiated a classification review of the vacant Sheriff's Measure Z Senior Legal Office Assistant position. The duties of this vacant position include:

- Schedule, coordinate, and facilitate trainings and exercises for Emergency Operations Center (EOC) personnel and operational area partners.
- Coordinate community partnerships and volunteers, including Community Emergency Response Team, Voluntary Organizations Active in Disaster, and Disaster Service Worker Volunteer programs.
- Maintain and develop EOC technology & communications. Serve as Situation Unit Leader or in other roles as assigned during EOC activations. Assist with public information and warning during emergencies.
- Represent OES in meetings with and presentations to local, state, and federal response partners and the media.
- Provide backup to OES Manager, including after-hours on-call relief.

In order to attract a qualified candidate, with the knowledge and expertise required of this position, Human Resources has recommended that the position be reclassified to Program Coordinator. This

revised position classification will also provide for a candidate who is able to assist the Emergency Services Manager in the event of an emergency.

**FINANCIAL IMPACT:**

The reallocation of the Senior Legal Office Assistant to a Program Coordinator position will increase salary and benefit expense by \$11,889 for the remainder of fiscal year 2018-19. The Sheriff's Office has identified savings in Professional Services in the Sheriff's Measure Z budget unit 1100-297 to offset the increased salary expense for fiscal year 2018-19. In fiscal year 2019-20, the increased salary and benefit costs will be included in the proposed budget with a corresponding reduction to services and supplies, causing no net impact to the overall budget.

The item before your Board supports the Board's Strategic Framework to provide core services by providing community appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to deallocate a Senior Legal Office Assistant and allocate a Program Coordinator position in Budget Unit 297; however, this is not recommended as it would jeopardize the ability of the Sheriff's Office to effectively provide services to the county.

ATTACHMENTS:

1. Classification Review Request

PREVIOUS ACTION/REFERRAL:

Board Order No.: Not applicable.

Meeting of: Not applicable.