



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-13

For the meeting of: July 21, 2015

Date: July 2, 2015
To: Board of Supervisors
From: Michael T. Downey, Sheriff
Subject: Reallocation of Sheriff's Sergeant Position in Sheriff's Office Budget Unit 221 Assigned to the Coroner-Public Administrator Bureau

RECOMMENDATION(S):

That the Board of Supervisors:

Approve the reallocation of the currently occupied 1.0 FTE Sheriff's Sergeant position (class 0414, salary range 427, position 01) in budget unit 221 Sheriff's Office Operations to Sheriff's Lieutenant (class 0406, salary range 455) 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 *Chad Ollighan*

REVIEW: Auditor *WBM* County Counsel _____ Human Resources *df* 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 *Lovelace*

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

Abstain _____
Absent _____

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

Dated: *July 21, 2015*

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 Sheriff's Sergeant position currently occupied by Ernest Stewart. Sergeant Stewart was assigned to the Coroner-Public Administrator Bureau on February 2, 2015 as part of the consolidation of the Coroner and Sheriff Offices, and following retirement of the elected Coroner.

The Sheriff's Sergeant position in the Coroner-Public Administrator Bureau manages all functions of the Bureau, including investigating deaths, notifying next of kin, conducting inquests, collection and safeguarding of property, and providing for burials as necessary. In addition, this position manages the daily operations and staff, monitors the budget, provides interpretation of policies and codes, and prepares press releases and/or conducts media interviews. As the Public Administrator for the County this position is responsible for administering estates, consulting with attorneys, accountants, and family members, and managing the probate process.

The Human Resources review concluded that a new classification would more accurately reflect the duties of the position, as it pertains to the Coroner-Public Administrator Bureau, and recommends that the Sheriff's Sergeant position be reallocated as a Sheriff's Lieutenant. As noted in the classification review, Sgt Stewart is not eligible for reclassification. Upon approval, it is the Sheriff's intention to offer a promotion only recruitment within the department for the newly reallocated Lieutenant's position.

FINANCIAL IMPACT:

The salary difference between the Sheriff's Sergeant and Sheriff's Lieutenant positions at entry level is \$349 per pay period, including benefits. This equates to approximately \$9,074 annually. The Sheriff's Sergeant position was included in the approved budget for the Sheriff's Office Budget Unit 221 Operations and the increase in salary and benefits for the new allocation will be covered by salary savings generated from other vacant positions in that budget unit. Costs for salaries and benefits in the Sheriff's Operations budget are covered by the General Fund allocation in the approved fiscal year 2015-16 budget.

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:

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 June 30, 2015

Attachment I

Human Resources Department
Classification Review Sheriff's Sergeant



County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501

DATE: June 30, 2015
TO: Mike Downey, Sheriff
FROM: Ron Halverson, Assistant Director of Human Resources *Ron*
SUBJECT: Classification review of the Sheriff's Sergeant position currently occupied by Ernest Stewart

At your request, Human Resources (HR) conducted a job classification review of the Sheriff's Sergeant position currently occupied by Ernest Stewart. This position currently provides for the day-to-day management and administration of the Coroner-Public Administrator Bureau. The purpose of the review was to determine if the position occupied by Sergeant Stewart is appropriately classified.

The review included a review and evaluation of a Job Analysis Questionnaire (JAQ) completed by Sergeant Stewart, as well as a meeting between Sergeant Stewart and myself to discuss the JAQ, and conversations between you and me.

On January 30, 2015 the Office of Coroner-Public Administrator was consolidated with the Sheriff's Office, creating the Coroner-Public Administration Bureau. As an initial step in facilitating this transition, Sergeant Stewart was assigned on February 2, 2015 the function of providing for the day-to-day management and administration of the Coroner-Public Administrator Bureau (i.e. serving as Chief Deputy Coroner). Human Resources has since concluded a job classification review relating to this assignment to determine the most appropriate job classification for this position.

Functioning as the Chief Deputy Coroner, Sergeant Stewart manages and administer all facets and functions of the Coroner-Public Administrator Bureau. Under his leadership, the Bureau is responsible for investigating all deaths reportable to the Coroner, safeguarding the property of the deceased, notifying and counseling next of kin, conducting inquests, administering estates, and providing for burial of indigent persons. Major duties include: managing and supervising the daily operations and staff; developing and interpreting policies, procedures and directives; assisting in the development of the Bureau budget; monitoring and controlling the Bureau budget; providing oversight and assisting in investigating cause and manner of deaths; investigating and administering complex probate cases (interacting with attorneys, accountants and families to ensure estate assets are located and dispersed according to probate code); coordinating with outside agencies to develop response plans, implement public education programs and perform other community relations; and preparing press releases and/or conducting interviews with the media.

Human Resources
Phone 707-476-2349 Fax 707-445-7285
www.co.humboldt.ca.us/hr

Job Hotline
707-445-2357
www.co.humboldt.ca.us/jobs

Risk Management
Phone 707-268-3669 Fax 707-268-2546
www.co.humboldt.ca.us/riskmanager

Based upon the information obtained through our review process, HR has determined that the position currently occupied by Sergeant Stewart would be more appropriately classified as a Sheriff's Lieutenant. Sheriff's Lieutenant is the first management level job class, responsible for directing the work of sworn and non-sworn staff and providing supervision for a patrol watch, section, sub-station or division of the Sheriff's Office. Providing day-to-day management and administrative oversight of the Coroner-Public Administrator Bureau is consistent with the above described distinguishing characteristics of a Sheriff's Lieutenant. As such, HR recommends that the Sheriff's Sergeant position, currently occupied by Ernest Stewart, be reallocated to Sheriff's Lieutenant.

If you are in agreement with HR's review and recommendation you will need to prepare a report to the Board of Supervisors with the following specific recommendation:

"That the Board of Supervisors:

Approve the reallocation of the currently occupied 1.0 FTE Sheriff's Sergeant (class 0414, salary range 427, position 01) position in budget unit 221, to Sheriff's Lieutenant (class 0406, salary range 455),

effective the beginning of the bi-weekly pay period immediately following approval."

Because Sergeant Stewart has only been assigned to the Coroner-Public Administrator Bureau since February 2, 2015, he does not meet the criteria for direct reclassification to Sheriff's Lieutenant. However, because Sergeant Stewart is on the current employment eligibility list for Sheriff's Lieutenant, and is eligible to have his name placed on the certified list, Sergeant Stewart may be appointed to the position through the normal promotional appointment procedure in accordance with County Merit System Rules. As Sheriff, and consistent with our Rules, you would also have the option of appointing other candidates on the eligibility list. It should be noted that all candidates on the current employee eligibility list for Sheriff's Lieutenant have been interviewed by yourself for the position of Sheriff's Lieutenant, and therefore, a second round of interviews would be optional at your discretion.

If you have any questions please feel free to contact me.

For informational purposes please include a copy of this report with your report to the Board of Supervisors.

✓ cc: Sergeant Ernest Stewart