



# COUNTY OF HUMBOLDT

For the meeting of: 12/17/2024

File #: 24-1507

**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Position Allocation Modification for Sheriff’s Office to Deallocate 1.0 Full-Time Equivalent (FTE) Deputy Sheriff and Allocate 1.0 FTE Deputy Coroner-Public Administrator

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the allocation of 1.0 FTE Deputy Coroner-Public Administrator (Class 0445, Salary Range 459) in budget unit 1100-272 effective immediately; and
2. Approve the deallocation of 1.0 FTE Deputy Sheriff II (Class 0416B, Salary Range 468) in budget unit 1100-272 effectively immediately.

**STRATEGIC PLAN:**

This action supports the following areas of your Board’s Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

**DISCUSSION:**

The Sheriff’s Office is requesting to deallocate a Deputy Sheriff I/II position and allocate a Deputy Coroner position to enhance the operational efficiency of the Coroner’s Office. A current Deputy Sheriff is retiring, and this change will ensure adequate staffing to effectively carry out death investigations. With growing concerns about potential reductions in the Sheriff’s Office budget for the upcoming fiscal year, hiring a Deputy Coroner-Public Administrator presents a cost-effective solution due to lower salary and training expenses. Currently, the division has three Deputy Coroner-Public Administrators. Replacing a Deputy Sheriff I/II with a Deputy Coroner-Public Administrator will create parity among the personnel responsible for conducting death investigations. Deallocating the Deputy Sheriff I/II position and reallocating it to a Deputy Coroner-Public Administrator will help align the budget with changing needs, improve operational efficiency, ensure legal compliance, and support a balanced approach with the investigative team.

**SOURCE OF FUNDING:**

General Fund (1100-272)

**FINANCIAL IMPACT:**

<i>Expenditures (1100-272)</i>	<b>FY24-25</b>	<b>FY25-26 Projected*</b>	<b>FY26-27 Projected*</b>
<b><i>Budgeted Expenses</i></b>	<u>\$157,779</u>	<u>\$152,155</u>	<u>\$159,763</u>

<b>Additional Appropriation Requested</b>	\$0	\$0	\$0
<b>Total Expenditures</b>	\$157,779	\$152,155	\$159,763

\*Projected amounts are estimates and are subject to change.

<b>Funding Sources (1100-272)</b>	<b>FY24-25</b>	<b>FY25-26 Projected*</b>	<b>FY26-27 Projected*</b>
<b>General Fund</b>	\$157,779	\$152,155	\$159,763
<b>Total Funding Sources</b>	\$157,779	\$152,155	\$159,763

\*Projected amounts are estimates and are subject to change.

**Narrative Explanation of Financial Impact:**

The annual salary and benefits of a 1.0 FTE Deputy Sheriff II step E is \$157,779.00 budgeted in the Sheriff’s Coroner-Public Administrator budget 1100-272 and for 1.0 FTE Deputy Coroner-Public Administrator Step E is \$144,910.00. The annual salary savings for this reallocation is \$12,869.00. It’s possible the Deputy Coroner-Public Administrator may be filled with someone at a lower step resulting in additional overall savings.

**STAFFING IMPACT:**

<b>Position Title</b>	<b>Position Control Number</b>	<b>Monthly Salary Range (1A-E Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Deputy Sheriff II	2720416B08	E	0	1
Deputy Coroner/PA	2720445-04	E	1	0

**Narrative Explanation of Staffing Impact:**

Deallocation of 1.0 FTE Deputy Sheriff I/II and allocation of 1.0 FTE Deputy Coroner-Public Administrator.

**OTHER AGENCY INVOLVEMENT:**

None.

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose to not approve this reallocation, however this is not recommended. The work can be performed by a Deputy Coroner-Public Administrator and does not need to be filled by a Deputy Sheriff I/II.

**ATTACHMENTS:**

None.

**PREVIOUS ACTION/REFERRAL:**

Meeting of: N/A

File No.: N/A