File #: 22-13, **Version:** 1

To:	Board of Supervisors
From:	Sheriff
Agenda Section:	Consent

SUBJECT:
Position Allocation Modification for Sheriff's Office to Deallocate 5.0 Full-time Equivalent (FTE) Legal Office Assistant and allocate 1.0 FTE Senior Legal Office Assistant and 4.0 FTE Administrative Secretary.

RECOMMENDATION(S):
That the Board of Supervisors:
1. Approve the allocation of 2.0 FTE Administrative Secretary (class 0164) in budget unit 1100-221 effective immediately; and
2. Approve the allocation of 1.0 FTE Senior Legal Office Assistant (class 0168) in budget unit 1100-221 effective immediately; and
3. Approve the deallocation of 3.0 FTE Legal Office Assistant (class 0178) in budget unit 1100-221 effective immediately; and
4. Approve the allocation of 2.0 FTE Administrative Secretary (class 0164) in budget unit 1100-243 effective immediately; and
5. Approve the deallocation of 2.0 FTE Legal Office Assistant (class 0178) in budget unit 1100-243 effective immediately.

SOURCE OF FUNDING:
General Fund (1100)

DISCUSSION:
The Humboldt County Sheriff's Office Support Services Bureau has re-evaluated the office support needed in its Garberville Station, Records Division, and Civil Division and has determined that the Garberville Station and Records Division would be better served if the positions were filled with an Administrative Secretary. The Civil Division would be better served if there was a Senior Legal Office Assistant taking the lead in Civil. The Support Services Bureau currently has 3.0 FTE vacant Legal Office Assistant (LOA) positions that it would like to deallocate in order to allocate the 2.0 FTE Administrative Secretary and 1.0 Senior Legal Office Assistant positions to achieve the desired administrative support.

The Humboldt County Correctional Facility (HCCF) has evaluated the legal office support services of its booking and classification units and has determined the units would be better served if the positions were filled with an Administrative Secretary. HCCF currently has 2.0 FTE vacant LOA positions and would like to deallocate in order to allocate the 2.0 FTE Administrative Secretary positions to achieve the desired administrative support.

HCSO and HCCF continuously strive to improve the services of their operations to the public. HCSO and HCCF believe the reorganization of these positions to be in the best interest of the public.

FINANCIAL IMPACT:
Annual salary and benefits for a 1.0 LOA, step 1A is $52,218.87. Annual salary and benefits for a 1.0 Administrative Secretary, step 1A is $60,461.78. Annual salary and benefits for a 1.0 FTE Senior Legal Office Assistant, step 1A is $62,464.45.

For budget unit 1100-221 Sheriff Operations the deallocation of 3.0 LOA's and allocation of 2.0 Administrative Secretary and 1 Senior Legal Office Assistant is an annual net increase of $26,731.40. Staff anticipate that the positions would not be filled until Feb. 1, 2022 or later resulting in a maximum net increase for FY2021-22 of $11,138.08.

For budget unit 1100-243 Correctional Facility the deallocation of 2.0 LOA and allocation of 2.0 Administrative Secretary is an annual net increase of $16,485.82. Staff anticipates that the positions would not be filled until Feb. 1, 2022 or later resulting in a maximum net increase for FY2021-22 of $6,869.09.

Both 1100-221 Sheriff Operations and 1100-243 Correctional Facility are experiencing staffing shortages and anticipate sufficient salary savings to cover the increases for FY2021-22. There is no additional General Fund allocation requested for these changes.

STRATEGIC FRAMEWORK:
This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:
None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board could deny this request for approval to allocate/deallocate the positions.

ATTACHMENTS:
None.

PREVIOUS ACTION/REFERRAL:
Board Order No.: NA
Meeting of: NA

File No.: NA