



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

**File #:** 22-1566      **Version:** 1      **Name:**  
**Type:** Informational Report      **Status:** Passed  
**File created:** 11/15/2022      **In control:** Sheriff  
**On agenda:** 11/29/2022      **Final action:** 11/29/2022  
**Title:** Position Allocation Modification for Sheriff's Office to Deallocate 1.0 Full-time Equivalent (FTE) Correctional Services Manager and 2.0 Correctional Cook and allocate 1.0 FTE Kitchen and Laundry Supervisor and 2.0 FTE Correctional Work Crew Leader

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Staff Report

Date	Ver.	Action By	Action	Result
11/29/2022	1	Board of Supervisors	approved	Pass

**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

### SUBJECT:

Position Allocation Modification for Sheriff's Office to Deallocate 1.0 Full-time Equivalent (FTE) Correctional Services Manager and 2.0 Correctional Cook and allocate 1.0 FTE Kitchen and Laundry Supervisor and 2.0 FTE Correctional Work Crew Leader

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of 1.0 FTE Kitchen and Laundry Supervisor (class 0432, salary range 433) in budget unit 1100-243 effective immediately; and
2. Approve the deallocation of 1.0 FTE Correctional Services Manager (class 0943, salary range 466) in budget unit 1100-243 effective immediately; and
3. Approve the allocation of 2.0 FTE Correctional Work Crew Leader (class 0427, salary range 401) in budget unit 1100-243 effective immediately; and
4. Approve the deallocation of 2.0 FTE Correctional Cook (class 0433, salary range 349) in budget unit 1100-243 effective immediately.

### SOURCE OF FUNDING:

General Fund

## DISCUSSION:

The Humboldt County Correctional Facility (HCCF) administration has re-evaluated the needs of the Kitchen and Laundry Services Division for the facility. The current staffing model for kitchen and laundry services within the facility consists of one Correctional Services Manager, one Food Services Supervisor, four Correctional Cooks and two Correctional Work Crew Leaders. HCCF has struggled for the past year to fill the position of Correctional Services Manager with four separate recruitments done to no avail. Additionally, HCCF has struggled for the past 3 years to fill the positions of Correctional Cook. There have been periods of time where three of the four positions were vacant. Currently there are two vacant Correctional Cook positions and recruitment efforts have not been successful.

HCCF cannot continue to operate the kitchen and laundry services with the current vacancies. This has created a situation where current staff are working an unsustainable amount of overtime to achieve the requirements by the Board of State and Community Corrections (BSCC) to continue to provide meals to those incarcerated. HCCF has explored the option of contract food services for the facility. In gathering information this doesn't seem to be a beneficial option for the county as the costs of this would far exceed what is currently budgeted for the allocated positions.

In conducting a re-evaluation of the kitchen and laundry services it was determined the current class of Correctional Cook is not appropriate for the work that is conducted. The individuals in this class do not cook the food prepared in the facility. Their jobs are to oversee a work crew of inmates that do the cooking. Additionally, they oversee inmate work crews who unload trucks, conduct repairs on kitchen equipment, monitor and take inventory of kitchen supplies, and manage and oversee the work performance of the inmates they supervise. This work is more consistent with the work of a Correctional Work Crew Leader.

The Correctional Services Manager position has also been determined to be extremely challenging to fill as evidenced by the last year of unsuccessful recruitment efforts. After re-evaluating all options, HCCF administration has determined that it would be beneficial if the management of the Kitchen and Laundry Division was done by a sworn Correctional Officer. HCCF plans to re-assign all management duties to an existing Lieutenant. Having a Lieutenant take on the management duties puts them in a better position to navigate the relationship between civilian kitchen and laundry staff and uniformed correctional staff.

HCCF is recommending the deallocation of the Correctional Services Manager and the allocation of the Kitchen and Laundry Supervisor to support the Lieutenant with day-to-day operations of the division. Additionally, HCCF is recommending the reallocation of the two vacant Correctional Cook positions to Correctional Work Crew leaders. This change will also allow for more flexibility within the Kitchen and Laundry Services Division as those individuals placed in the position of Correctional Work Crew leader would be able to supervise crews of inmates either for kitchen services or for laundry/maintenance services.

HCCF continuously strive to improve the services of their operations to the public and the incarcerated persons they serve. HCCF believes the reorganization of these positions to be in the best interest of the public.

FINANCIAL IMPACT:

For FY2022-23, HCCF budgeted \$151,862.00 for annual salary and benefits for the 1.0 Correctional Services Manager and \$149,832 for annual salary and benefits for the 2.0 Correctional Cook positions. The total budget for these 3 positions is \$301,694.04 and all 3 positions have been vacant this FY.

The annual salary and benefits of 1.0 FTE Kitchen and Laundry Supervisor Step B is \$105,475.00 and for 1.0 FTE Correctional Work Crew Leader Step 1A is \$82,798.00. The total for the requested allocation of the 3 positions is \$271,072.00.

The annual salary savings for this reallocation is \$30,622.17. 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 reallocate the positions, however this is not recommended as it would continue to put the HCCF Kitchen and Laundry staff in an untenable situation. If the unsustainable amount of overtime is not rectified for existing staff it could lead to further vacancies which would be catastrophic for the division.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA

Meeting of: NA

File No.: NA