

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Sheriff - Coroner	(2) MEETING DATE 7/9/2013	(3) CONTACT/PHONE Ian Parkinson 781-4540	
(4) SUBJECT Submittal of a resolution to approve the new classification and setting of salary range for Sheriff's Records Manager, and amend the Position Allocation List in Fund Center 136 – Sheriff-Coroner to delete a vacant 1.00 FTE Administrative Services Officer II position and add a 1.00 FTE Sheriff's Records Manager position.			
(5) RECOMMENDED ACTION It is recommended that the Board approve the new classification and setting of salary range for Sheriff's Records Manager, amend the Position Allocation List in Fund Center 136 – Sheriff-Coroner to delete a vacant 1.00 FTE Administrative Services Officer II position and add a 1.00 FTE Sheriff's Records Manager position.			
(6) FUNDING SOURCE(S) General Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$126,892.00	(8) ANNUAL FINANCIAL IMPACT \$126,892.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst			
(18) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Sheriff - Coroner / Ian Parkinson  
781-4540

DATE: 7/9/2013

SUBJECT: Submittal of a resolution to approve the new classification and setting of salary range for Sheriff's Records Manager, and amend the Position Allocation List in Fund Center 136 – Sheriff-Coroner to delete a vacant 1.00 FTE Administrative Services Officer II position and add a 1.00 FTE Sheriff's Records Manager position.

## **RECOMMENDATION**

It is recommended that the Board approve the new classification and setting of salary range for Sheriff's Records Manager, amend the Position Allocation List in Fund Center 136 – Sheriff-Coroner to delete a vacant 1.00 FTE Administrative Services Officer II position and add a 1.00 FTE Sheriff's Records Manager position.

## **DISCUSSION**

The Sheriff's Office is responsible for enforcing all public safety laws within the County of San Luis Obispo, as well as responsible for the detention of incarcerated inmates as required by state, federal, case law, and applicable regulations. The Records and Warrants Unit of the Sheriff's Office is responsible for ensuring criminal records are accurately and effectively maintained according to mandated requirements. Additionally, the unit provides specialized criminal, legal processing, and booking support, coordinates response to Federal Bureau of Investigation (FBI) and Department of Justice (DOJ) audits, and responds to Public Records Act requests.

Each year, during a specified time period, the Human Resources (HR) Department accepts and reviews requests from employees to conduct classification studies of positions that incumbents or departments believe have assigned duties that are outside of the position's classification. Upon receipt of such request, the HR Department meets with the department head and County Administrative Office (CAO) to review the submittal. The HR Department then meets with the incumbent and conducts a desk audit and interview. The information gained from these meetings is used by the Personnel Analyst to develop findings.

As a result of the 2012 Classification Study Open Window period, a re-classification request was reviewed by the Human Resources Office for an Administrative Services Officer II position overseeing the Sheriff's Office records and warrants unit. Through completion of a desk audit and additional research, the HR Department determined that a new classification specification should be developed. There was not an existing classification that addresses the complexity and nature of specialized law enforcement related duties being performed under the existing Administrative Services Officer II classification, nor the knowledge required to perform those duties.

As part of the research performed in the classification study several other agencies were reviewed and most were found to have a specialized records management classification that was at an organizational level equivalent to Lieutenant. Additionally, the position often reported to a Captain or Chief Deputy, which is also consistent with the organizational structure requested for this new class specification. The incumbent in the new class specification will be responsible for the entire criminal records processing unit and the direction thereof. With the introduction of this new class specification, one additional Supervising Legal Clerk and their respective direct reports (Correctional Technicians) will shift to report

directly to the Sheriff's Records Manager. The title "Sheriff's Records Manager" was selected because it is well-understood in law enforcement agencies and is most reflective of the job responsibilities.

The new classification was approved by the County Civil Service Commission at the March 20, 2013 regular meeting and will be designated as part of the Operations and Staff Management bargaining unit (the same unit as the position being replaced).

Based on the new classification's complexity of duties, independence in decision making and consequence of error, the Human Resources Department recommends the salary range for the classification of Sheriff's Records Manager be set at salary range 3143. The hourly salary rate (does not include benefits) is shown below.

Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5
3143	\$31.43	\$33.00	\$34.65	\$36.38	\$38.20

**OTHER AGENCY INVOLVEMENT/IMPACT**

The Administrative Office was involved in the review and approved the re-classification of the existing Administrative Services Officer II. Additionally, the County Civil Service Commission was involved in approving this new classification.

**FINANCIAL CONSIDERATIONS**

There is minimal financial impact associated with this resolution as the action establishes the classification of Sheriff's Records Manager and sets the salary range. The position that will be replaced by the new classification is included in the FY 2013-14 budget as an Administrative Services Officer II. The incumbent in this position retired in spring 2013 and the position is now vacant.

The anticipated annual cost, including benefits, of the Sheriff's Records Manager position will be approximately \$126,892. However, because this new classification will replace an existing vacant Administrative Services Officer II position at an annual cost of approximately \$111,162, the total annual cost increase is \$15,730, as reflected in the below table:

Classification	Annual Salary	Total Compensation
Administrative Services Officer II, Step 5 (1.00 FTE position being deleted)	\$68,682	\$111,162
Sheriff's Records Manager, Step 5 (1.00 FTE position being added)	\$79,456	\$126,892
<b>Increase in Expense</b>	<b>\$10,774</b>	<b>\$15,730</b>

The Sheriff's Office will absorb the increased salary and benefit expense within the Sheriff's adopted FY 2013-14 budget, with no additional allocation of funds.

**RESULTS**

This position will assist in furthering the Sheriff Office's goals by creating an appropriate level of supervision for the records and warrant unit. By recognizing the specialized work involved in managing criminal records, the Sheriff's Office will be able to effectively recruit and retain qualified individuals to ensure management of records is most effective, accurate, and within legal requirements.

**ATTACHMENTS**

1. Sheriff's Records Manager Specification
2. Sheriff's Records Manager Resolution
3. Reclassification Request Memo, November 2012