

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

(1) DEPARTMENT Sheriff - Coroner	(2) MEETING DATE 8/12/2014	(3) CONTACT/PHONE Ian Parkinson/781-4540	
(4) SUBJECT Submittal of a resolution to approve amending the Position Allocation List (PAL) in Fund Center 136 - Sheriff-Coroner to delete a 1.00 FTE CAL ID Program Coordinator position and add a 1.00 FTE Program Manager II position.			
(5) RECOMMENDED ACTION It is recommended your Board approve a resolution to amend the Position Allocation List in Fund Center 136 - Sheriff-Coroner to delete a 1.00 FTE CAL ID Program Coordinator position and add a 1.00 FTE Program Manager II position.			
(6) FUNDING SOURCE(S) Auto Fingerprint ID Fund/5900000000	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT Savings of \$21,000	(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: <input checked="" type="checkbox"/> 4/5 Vote Required <input 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: 8/12/2014

SUBJECT: Submittal of a resolution to approve amending the Position Allocation List (PAL) in Fund Center 136 - Sheriff-Coroner to delete a 1.00 FTE CAL ID Program Coordinator position and add a 1.00 FTE Program Manager II position.

RECOMMENDATION

It is recommended your Board approve a resolution to amend the Position Allocation List in Fund Center 136 - Sheriff-Coroner to delete a 1.00 FTE CAL ID Program Coordinator position and add a 1.00 FTE Program Manager II position.

DISCUSSION

BACKGROUND AND HISTORY

On April 8, 1986, the Board of Supervisors approved a resolution establishing a local board for participation in the California Identification Program (CAL ID), and the Sheriff-Coroner was given responsibility of coordinating the inception of CAL ID within the County. This action was in compliance with Penal Code Section 11112.4 which requires a local board be established to govern a telecommunications system allowing access to the Department of Justice Criminal Fingerprint files.

On June 26, 1991, the specification for the CAL ID Program Coordinator position was adopted. As defined in the specification, the position was described as: "Under direction of the Sheriff-Coroner, plan, organize, coordinate and implement functions and activities involved in the operation and utilization of the Cal ID fingerprinting system to assure accurate identification and tracking of individuals arrested in the County; coordinate communications, information and fiscal activities to meet County fingerprinting needs and assure smooth and efficient system operations; and do other related work as required."

The Sheriff's Office is comprised of several divisions, three of which the existing CAL ID Program Coordinator position works closely with:

1. The Detectives division which is responsible for the investigation of criminal activities and unusual and sudden deaths that take place anywhere within the county. This unit also conducts follow-up investigation for all missing persons reported to the Sheriff's Office. Among many other responsibilities, they also prepare criminal cases for review by the District Attorney's Office for criminal filing.
2. The Computer Forensics division which supports and collaborates with the Detectives division. The Sheriff's Office has a dedicated computer forensics lab facility and trained personnel in both online crime investigations and computer forensics.
3. The Sheriff's Office Information Technology Unit (IT), which is responsible for the purchase, installation, maintenance and support of all computer systems at the Sheriff's Office, including the computer aided dispatch system (CAD), critical records management software, arrest records and jail management systems.

The incumbent CAL-ID Program Coordinator occupied the position for the last 15 years and notified the Sheriff's Office several months ago of his pending retirement. The actual date was accelerated due to personal reasons and he recently retired. In discussing a strategy to staff this vacancy, the Sheriff's Office and Human Resources identified a need to further analyze the job responsibilities of the CAL-ID Program Coordinator to ensure the position was appropriately classified, while also taking into consideration the overall County philosophy of streamlining classifications where appropriate. Accordingly, Human Resources conducted a study of the position's responsibilities, as well as an analysis of the internal compensation relationships to other forensic related classifications.

The primary role of the CAL ID Coordinator is to act as staff to the CAL ID Board. Accordingly, the responsibilities of this position in supporting the CAL ID program entail proposing a budget, preparing project proposals, managing the Request for Proposal (RFP) process for new equipment, coordinating IT projects, recommending policies, preparing agendas and minutes for the CAL ID Board, and training law enforcement agencies in fingerprint activities.

It is the responsibility of the CAL ID Coordinator to read and understand statutes related to CAL ID, prepare information for board letters, and testify as necessary. In addition to this position's responsibilities as staff to the CAL ID Board, this position is also involved in making fingerprint comparisons, writing reports, and processing evidence for fingerprints.

Human Resources reviewed related classification specifications for specific CAL ID program administrators and fingerprint examiners from other like counties, as were external market and internal equity compensation data. Given the program management and project management responsibilities of this position, the Sheriff's Office and Human Resources concluded the duties and responsibilities are best reflected in, and align more closely with, a Program Manager II classification. This change in classification provides better internal equity relationships and improves alignment with the two other similar assignments in the Sheriff's Office of Forensic Lab Specialist and Forensic Specialist. This supports the Sheriff's long term recruitment and retention goals by providing career path opportunities.

OTHER AGENCY INVOLVEMENT/IMPACT

Human Resources and the Administrative Office were involved in the development of this item.

FINANCIAL CONSIDERATIONS

The deletion of the CAL ID Program Coordinator and the addition of a Program Manager II to the Fund Center 136 Sheriff-Coroner budget will result in annual cost savings of approximately \$21,000 when measured at step 5. Funding for this position is from the Auto Fingerprint ID Trust Fund and has no impact on the Department's level of General Fund support.

The following table demonstrates the cost savings as a result of this change:

	CAL ID PROGRAM COORDINATOR INCLUDES SALARY AND BENEFITS	PROGRAM MANAGER II INCLUDES SALARY AND BENEFITS	Difference	Cost Savings
Monthly Step 5	\$12,437.67	\$10,714.17	(\$1,723.50)	14%

RESULTS

The newly allocated Program Manager II position will assume responsibility for the CAL-ID Program at a more accurate market price, resulting in cost savings to the Cal ID Trust Fund. Additionally, this action will support the countywide philosophy of streamlining classifications as appropriate and will result in one less classification countywide.

ATTACHMENTS

1. Position Allocation List (PAL)- CAL ID Coordinator to Program Manager II