

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

(1) DEPARTMENT Sheriff - Coroner	(2) MEETING DATE 11/25/2014	(3) CONTACT/PHONE Ian Parkinson/781-4540	
(4) SUBJECT Submittal of a resolution to amend the Position Allocation List (PAL) in Fund Center 136 - Sheriff-Coroner to delete a 1.00 FTE Legal Clerk position and add a 1.00 FTE Administrative Services Office I/II position. All Districts.			
(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 Legal Clerk position and add a 1.00 FTE Administrative Services Officer I/II position.			
(6) FUNDING SOURCE(S) General Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$2,214.00	(8) ANNUAL FINANCIAL IMPACT \$19,271.00	(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: <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 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: 11/25/2014

SUBJECT: Submittal of a resolution to amend the Position Allocation List (PAL) in Fund Center 136 - Sheriff-Coroner to delete a 1.00 FTE Legal Clerk position and add a 1.00 FTE Administrative Services Office I/II position. All Districts.

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 Legal Clerk position and add a 1.00 FTE Administrative Services Officer I/II position.

DISCUSSION

A recent vacancy of the Legal Clerk position which directly supports and reports to the Sheriff prompted an analysis of the overall administrative support functions of the Sheriff's Office. In analyzing the various tasks performed by the Legal Clerk, the Human Resources department concluded the administrative support activities performed were not appropriately classified in the Legal Clerk classification. Upon review of the duties, the Human Resources Department evaluated the various classifications in which the responsibilities would be best aligned and determined the Administrative Services Officer I/II (ASO I/II) would be the appropriate fit.

Through the analysis, the Human Resources Department found that the position serves as a liaison between the Sheriff, County departments, other government agencies, business and community organizations and local constituents. The position also obtains information and prepares responses to constituents on behalf of the Sheriff; explains department policies, procedures and services to constituents and businesses. This position also performs office support services. This includes preparing and processing correspondence, preparing and maintaining records, and coordinating and organizing meetings.

OTHER AGENCY INVOLVEMENT

The Human Resources department was involved in determining the classification and preparing the resolution to delete the Legal Clerk and add an Administrative Services Officer I/II to the Sheriff's Office position allocation list.

FINANCIAL CONSIDERATIONS

The deletion of the Legal Clerk position and the addition of an Administrative Services Officer I/II to the Sheriff's budget will result in an increase of approximately \$19,271 for the ASO I position, step 5. Common practice has been that vacancies are filled at an ASO I level, step 1 which for FY 2014-15 results in a net increase of \$2,214. The Sheriff's Office will absorb the increase in expense in the current year and in future years, and is requesting no additional allocation of funds to make this change.

The following table demonstrates the cost increase as a result of this change through step 5:

	FY 14-15 (Six Months)	FY 15-16	FY 16-17	FY 17-18	FY 18-19
ASO I, Step 1	\$40,622	\$84,680	\$ 88,300	\$ 92,101	\$ 96,087
Legal Clerk, Step 5	\$38,408	\$76,816	\$76,816	\$76,816	\$76,816
Increase (Expense)					
ASO I (step 1)- LC, step 5	\$ 2,214	\$ 7,864	\$11,484	\$15,285	\$19,271

The expenses shown in the table above includes total compensation (salary and benefits), but does not assume any prevailing wage increases.

RESULTS

With approval of this classification, the Sheriff's Office will be able to effectively recruit and retain qualified individuals for this position and will be properly classified moving forward.

ATTACHMENTS

1. Position Allocation List (PAL)- Administrative Services Officer I/II