



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

(1) DEPARTMENT Sheriff - Coroner		(2) MEETING DATE 3/21/2017		(3) CONTACT/PHONE Ian Parkinson/781-4540	
(4) SUBJECT Submittal of a resolution to amend the Position Allocation List in Fund Center 136 – Sheriff-Coroner to add a 1.00 FTE Legal Clerk position to replace two temporary Legal Clerk positions assisting the Coroner’s Office. All Districts.					
(5) RECOMMENDED ACTION It is recommended that your Board approve to amend the Position Allocation List in Fund Center 136 – Sheriff-Coroner to add 1.00 FTE Legal Clerk position.					
(6) FUNDING SOURCE(S) General Fund		(7) CURRENT YEAR FINANCIAL IMPACT \$7,148.00		(8) ANNUAL FINANCIAL IMPACT \$36,000.00	
(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 _12/13/2016_____	
(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: 3/21/2017

SUBJECT: Submittal of a resolution to amend the Position Allocation List in Fund Center 136 – Sheriff-Coroner to add a 1.00 FTE Legal Clerk position to replace two temporary Legal Clerk positions assisting the Coroner’s Office. All Districts.

RECOMMENDATION

It is recommended that your Board approve to amend the Position Allocation List in Fund Center 136 – Sheriff-Coroner to add 1.00 FTE Legal Clerk position.

DISCUSSION

The San Luis Obispo County Sheriff’s Office opened a new Coroner’s Office facility in 2012. Initially, staffing for the new facility included one (1) Sergeant, three (3) Detectives, one (1) temporary Legal Clerk, one (1) contracted Diener, and one (1) contracted Pathologist. On December 13, 2016, the Board of Supervisors approved a new permanent full time job classification for Sheriff’s Forensic Pathologist to replace the contracted position. With the addition of a Sheriff’s Office Forensic Pathologist, the Coroner’s Office will be responsible for supporting that position by completing reports, ensuring all equipment items are stocked and all other clerical responsibilities. Therefore, there is a need to have a full-time support staff member to assist the full-time Forensic Pathologist. The Sheriff’s Office is requesting to delete two temporary Legal Clerks and add a full time Legal Clerk to meet the increasing needs of the Coroner’s Office and to assist and support the full-time Forensic Pathologist.

The existing contract Forensic Pathologist performs autopsies one day per week. The services provided are strictly related to the autopsy performed, so all clerical support to complete reports and necessary documentation are completed through the contracted office staff. Upon hiring the full time Sheriff’s Office Forensic Pathologist, the Coroner’s Office Legal Clerk will be responsible for all clerical work necessary to support the Forensic Pathologist. These responsibilities include preparing all autopsy report documentation, dictating, report entry, ordering supplies and equipment, and all other necessary clerical responsibilities. This will be an increase for the workload assigned to the Coroner’s Office Legal Clerk.

The Sheriff-Coroner has the mandated responsibility to determine the method and manner for responding to California Public Records Act (CPRA) requests which are governed by Government Code Section 6250, et seq. It is the responsibility of the Coroner’s Legal Clerk to receive requests for documents relating to the Coroner’s Office, review each request, and provide an appropriate response within the required 10 days. In addition to responding to

CPRA requests, the Legal Clerk is responsible for responding to subpoenas, entering reports into an assigned repository, transcription of reports, medical transcription as needed for the Pathologist, report entry, tracking and compiling statistical information, and inventory of office and medical supplies. The Legal Clerk is available for the public during normal business hours to field calls and requests for the Detectives, answer questions for mortuaries, hospice care facilities, insurance companies and the public. In addition, that position creates autopsy templates for future Forensic Pathologist's medical notes and updates when necessary. The continued support and completion of these responsibilities is dependent on the Legal Clerk assigned to the Coroner's Office. The Sheriff's Office has assigned a temporary Legal Clerk for over five (5) years at the Coroner's Office. These responsibilities are not temporary responsibilities, therefore a temporary position is not appropriate for the Coroner's Office.

Currently, the San Luis Obispo County Sheriff's Coroner Unit schedules autopsies only one day per week. The increased number of cases over the past few years has, at times, translated into more hours per week for the Pathologist and office staff. On numerous occasions, autopsies have been conducted two to three days per week to keep ahead of the caseload. With these demands, it was imperative to assign a full-time Legal Clerk. It has become impossible for a temporary Legal Clerk to complete all tasks in a timely manner.

OTHER AGENCY INVOLVEMENT/IMPACT

The Human Resources Department was involved in preparing the resolution to add the Legal Clerk to the Sheriff's Office Position Allocation List.

FINANCIAL CONSIDERATIONS

The addition of the Legal Clerk to the Sheriff's Office Budget will result in an increase of \$9,881 at a step one (1) which will be absorbed in the current year with salary savings from vacant positions and deleting two temporary Legal Clerk positions. In future years, the increased cost will be included as part of the department's requested budget. The table below shows the estimated FY 2016-17 increased costs for the remaining three months, FY 2017-18 annual costs and the estimated expense at a step five (5) cost increase as a result of this change.

FY 2016-17 Estimated Expense for Remaining 3 months						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Legal Clerk	1.00	\$ 10,178	\$ 7,148	\$ 17,326	Step 1 for 3 months
Delete	Two Temporary Legal Clerk positions				(\$ 7,445)	Step 1 for 3 months
	Net Change FY 16-17	1.00	\$ 10,178	\$ 7,148	\$ 9,881	
FY 2017-18 Estimated Annual Expense						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Legal Clerk	1.00	\$ 42,299	\$ 29,296	\$ 71,595	Step 1 for 3 months/Step 2 for 9 months
Delete	Two Temporary Legal Clerk positions				(\$44,669)	Step 1 for 3 months/Step 2 for 9 months
	Net Change FY 17-18	1.00	\$ 42,299	\$ 29,296	\$ 26,926	
Estimated Annual Expense at Maximum Step 5						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Legal Clerk	1.00	\$ 49,587	\$ 31,082	\$ 80,669	Step 5 of 5 for 12 months
Delete	Two Temporary Legal Clerk positions				(\$ 44,669)	Step 5 of 5 for 12 months
	Net Change FY 17-18	1.00	\$ 49,587	\$ 31,082	\$ 36,000	

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

RESULTS

Adding a permanent full time Legal Clerk position by deleting two (2) temporary Legal Clerk positions, will provide increased support for office staff, daily responses to requests, immediate input of reports, consistent record keeping, appropriate and timely record release, and statistical data compilation. The functions of the Coroner's Office are legally mandated and currently staffed with a temporary employee supporting three (3) investigators, one (1) sergeant, and one (1) contracted Pathologist who works one day per week. This contracted Pathologist completes all reports and dictation through their office, with no support from the Sheriff's Office Legal Clerk. In hiring a full time Forensic Pathologist who will work five days a week, the Legal Clerk will now be responsible for supporting that position with reports, dictation, and ordering of supplies and equipment. The addition of this position will make certain that a knowledgeable resource is available to aid staff when necessary and provide overall support to address all matters at the Coroner's Office.

ATTACHMENTS

1. Position Allocation List (PAL) Legal Clerk