

**Budget Augmentations/Reallocations
Request to Classify Form
FY 2018-2019**



Human Resources Department
27 NOV 2018
By: *[Signature]*

Instructions: Please submit the Request to Classify Form for each new position or reallocation of an existing position by February 10, 2018. Submit the form to Amy Rodriguez, Associate Personnel Analyst in the Human Resources Department. Human Resources will notify you regarding the status of your request or if additional information is necessary. **A current and proposed organizational chart must be included with each request.**

Department/Division: Monterey County Sheriff's Office – Enforcement Operations Bureau

Budget Unit Number: 2300

Request for: ☐ New Allocation

☒ Reallocation of Existing Position – Sheriff's Sergeant

X Position is
vacant

Position Status Maintenance Code (PSTS) for Position Status Maintenance Transaction (PSMT) (see attached listing to identify appropriate code): RAR-V

Department Contact for Information: Name: Chief Deputy Jerry Teeter

Phone: 755-3801

Estimated % of total time spent on task/duty	DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED Use a separate paragraph for each task or duty. Attach additional sheets as necessary. <u>Do not</u> include verbiage directly from the job description.
70%	Supervises the investigation of serious and complex crimes that occur in the unincorporated area of Monterey County. Coordinates detectives, coroner detectives, deputies and Lab personnel in the response and investigation of serious and complex crimes.
12%	Reviews investigative reports for thoroughness and all elements of criminal statutes. Reviews search warrants affidavits for thoroughness and accuracy prior to presentation to the District Attorney and Superior Court. Reviews other written documents as necessary.
10%	Plans and implements the daily field operations of the unit. Coordinates joint criminal investigations/operations with allied agencies.
5%	Prepares reports documenting detailed investigations.
3%	Prepares annual evaluations of the employees' work performance.

JUSTIFICATION FOR REQUEST:

Continued on next page

This request is to reclassify one (1) Sheriff's Sergeant to a Sheriff's Investigative Sergeant. Currently one (1) Sheriff's Investigation Sergeant is on extended leave and is not expected to return to full duty. That position has been on leave of absence since February 20, 2018. During FY 2018-19 budget process, a vacant Sheriff's Investigative Sergeant position was eliminated due to budget constraints. The two (2) remaining Sheriff Investigative Sergeants are unable to maintain the work necessary to properly supervise investigations flow and review reports, supplemental reports, search warrants and other written documents. The span of control of 7.5 Detectives to one Sheriff's Investigative Sergeant ratio is too great for adequate supervision of the complex cases. The cost difference between the two positions for the six months of FY 2018-19 is estimated at \$9,631 and \$19,850 for the entire FY 2019-20 for the top step and the cost will be absorbed by the Sheriff's Office budget.

Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

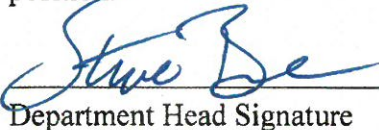
02 FOR LA

☒ No

☒ Yes (If yes, what is/are the job title(s) of the other position(s)?)

Sheriff's Investigative Sergeant

Please attach a copy of the current and proposed organizational chart depicting the proposed position.



Department Head Signature

11/27/18
Date

Departmental HR Analyst:



Date:

11/27/18

Class Recommendation:

Sheriff's Investigative Sergeant

Class Code:

36A24

FOR CENTRAL HUMAN RESOURCES DEPARTMENT USE ONLY:

Approved Class Title: SHERIFF'S INVESTIGATIVE Class Code: 36A24

HRD Classification

SERGEANT

Analyst:



Date: 12/10/18

Distribution of Central HR Job Class Determination:

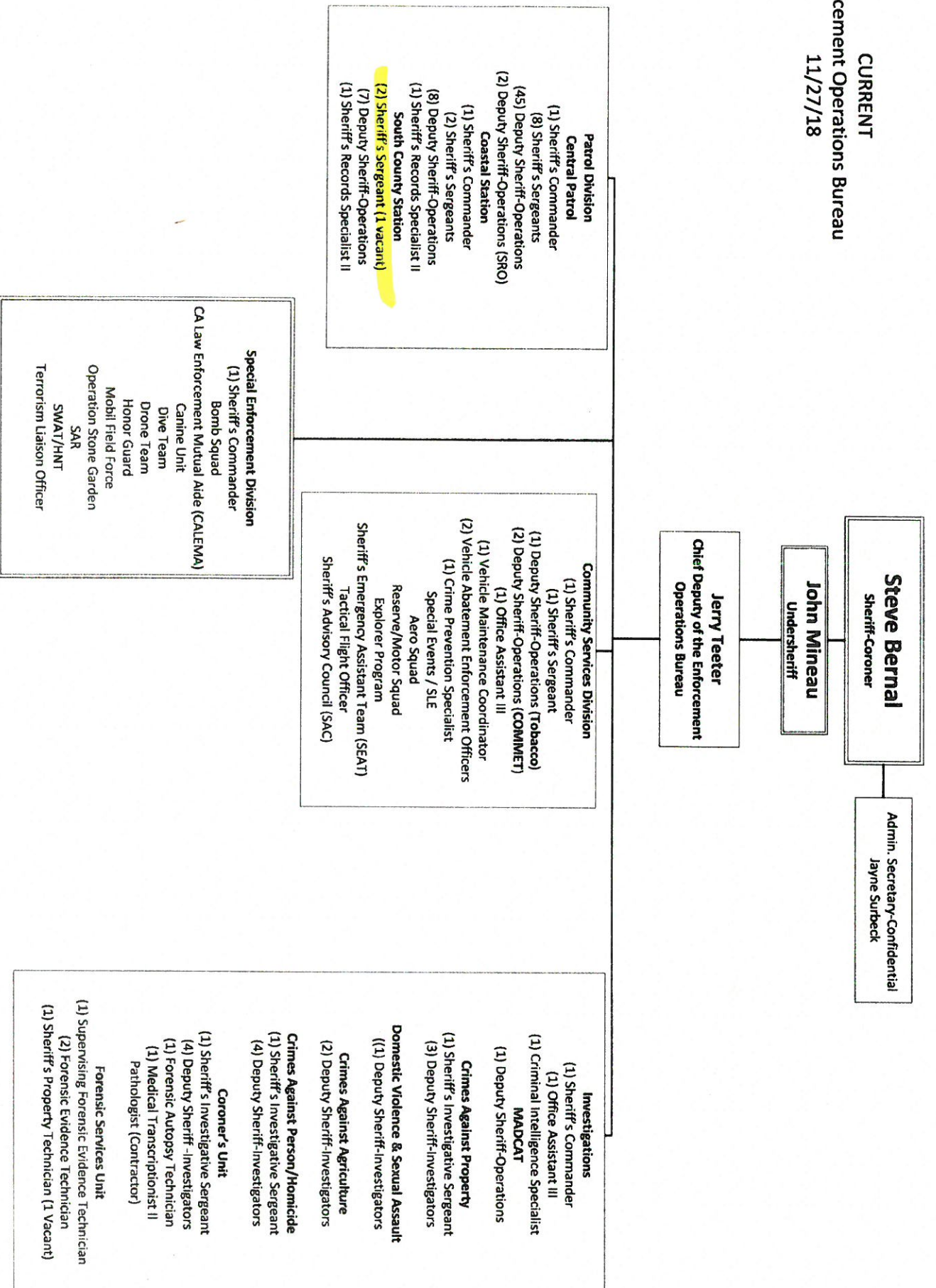
☐ Requesting Department Head

☐ Ebby Johnson/CAO Budget Analyst

☐ Departmental HR Analyst

County Administrative Office

CURRENT
Enforcement Operations Bureau
11/27/18



PROPOSED
Enforcement Operations Bureau
11/27/18

