



Legislation Details (With Board Report)

**File #:** BC 19-005      **Name:** Reallocation of Accounting Clerical Supervisor to Management Analyst I

**Type:** Budget Committee      **Status:** Agenda Ready

**File created:** 2/11/2019      **In control:** Board of Supervisors

**On agenda:** 2/27/2019      **Final action:**

**Title:** a. Support amending the Sheriff's Office Fiscal Year 2018-19 Adopted Budget, (001-2300 SHE001-8225) to reallocate one (1) vacant FTE Accounting Clerical Supervisor to one (1) FTE Management Analyst I position;  
b. Support authorizing the County Administrative Office to incorporate the position change into the Sheriff's Office FY 2018-19 adopted budget.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. BC Report, 2. BC 19-005.pdf

Date	Ver.	Action By	Action	Result
2/27/2019	1	Budget Committee		

a. Support amending the Sheriff's Office Fiscal Year 2018-19 Adopted Budget, (001-2300 SHE001-8225) to reallocate one (1) vacant FTE Accounting Clerical Supervisor to one (1) FTE Management Analyst I position;  
b. Support authorizing the County Administrative Office to incorporate the position change into the Sheriff's Office FY 2018-19 adopted budget.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors' Budget Committee:

a. Support amending the Sheriff's Office Fiscal Year 2018-19 Adopted Budget, (001-2300-SHE001-8225) to reallocate one (1) vacant FTE Accounting Clerical Supervisor to one (1) FTE Management Analyst I position;  
b. Support authorizing the County Administrative Office to incorporate the position change into the Sheriff's Office FY 2018-19 adopted budget.

**SUMMARY/DISCUSSION:**

The Sheriff's Office is requesting to reallocate a vacant Accounting Clerical Supervisor position to a Management Analyst I in the Civil Unit. The Management Analyst I will be responsible for supervising and managing the work of the unit and handle the more complex civil process cases and supplemental court proceedings. In addition, the position will manage the collection and disbursement of funds awarded or owed arising from civil process; manage complex sales of personal and real property to satisfy judgement; facilitate lien and levies of funds from private parties and business establishments; oversee record keeping and file maintenance of the disbursement of civil process monies and other funds deposited to the Sheriff's trust funds.

The reallocation of the Accounting Clerical Supervisor position to a Management Analyst I is appropriate as the Management Analyst I classification more accurately reflects the duties and the complexities of the position.

**OTHER AGENCY INVOLVEMENT:**

Human Resource Department concurs with the recommendation.

**FINANCING:**

The cost difference between the two positions for the four months of FY 2018-19 is estimated at \$19,000 and \$79,500 for the entire FY 2019-20 for the top step and the cost will be absorbed by the Sheriff's Office budget.

Prepared by: Kevin Oakley, Chief Deputy Sheriff-Administration Operations X3754  
Approved by: Steve Bernal, Sheriff X3856