



Legislation Details (With Board Report)

File #: RES 22-150 **Name:** Sheriff's Management Analyst III Class Study
Type: BoS Resolution **Status:** Passed
File created: 7/27/2022 **In control:** Board of Supervisors
On agenda: 8/23/2022 **Final action:** 8/23/2022

Title: Adopt a Resolution to:
a. Amend the Sheriff's Office Budget Unit 2300-8238-Fund 001-Appropriation Unit SHE003 to reallocate and approve the reclassification of one (1) Management Analyst III to one (1) Program Manager II as indicated in Attachment A;
b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment A, 3. Resolution, 4. Completed Board Order Item No. 51, 5. Completed Resolution Item No. 51

Date	Ver.	Action By	Action	Result
8/23/2022	1	Board of Supervisors	adopted	Pass

Adopt a Resolution to:
a. Amend the Sheriff's Office Budget Unit 2300-8238-Fund 001-Appropriation Unit SHE003 to reallocate and approve the reclassification of one (1) Management Analyst III to one (1) Program Manager II as indicated in Attachment A;
b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopts a Resolution to:
a. Amend the Sheriff's Office Budget Unit 2300-8238-Fund 001-Appropriation Unit SHE003 to reallocate and approve the reclassification of one (1) Management Analyst III to one (1) Program Manager II as indicated in Attachment A;
b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

SUMMARY/DISCUSSION:

A classification study of a Management Analyst III position in the Jail Operations and Administration Unit was requested by the Sheriff's Office and approved by the Human Resources Department. The Human Resources Department contracted with the Segal Company to conduct the classification study. The objective of the study was to determine if the position is appropriately classified, and if not, to recommend a classification and salary that accurately reflects the duties currently assigned to the incumbent.

The classification study was conducted and found that the incumbent is performing duties related to strategic and operational management of rehabilitation programs (mental health and substance abuse) related to jail-based inmates and transitional community-based programs. The analysis determined that the Management Analyst III classification no longer aligns with the duties and responsibilities that the incumbent is currently

performing and that it most closely aligns with the classification of Program Manager II.

Therefore, it is recommended that the Management Analyst III position be reallocated and that the incumbent be reclassified to the classification of Program Manager II.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and Sheriff's Office have reviewed and concur with the recommendations. In addition, the County Employee Management Association (CEMA) has been provided notice of these recommendations.

FINANCING:

The annualized increased cost of salary and benefits for the Sheriff's Office is estimated at \$11,542. The increased cost for FY 2022-23 is estimated at \$9,618, which will be absorbed by the Sheriff Office's adopted budget. Future year personnel costs will be included in the Office's requested budget.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Jovany Luna Correa, Senior Personnel Analyst
Approved by: Irma Ramirez-Bough, Director of Human Resources

Attachment:
Attachment A
Resolution