



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** 15-0206, **Version:** 1

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- a. Approve the amendment of the Fiscal Year 2014-15 Sheriff's Office budget 2300-8273 to reallocate one (1.0) FTE Executive Director-Administrative Bureau to one (1.0) FTE Chief Deputy Sheriff effective January 10, 2015;
- b. Approve the amendment of the Fiscal Year 2014-15 Sheriff's Office budget 2300-8273 to add one (1.0) FTE Administrative Secretary-Confidential effective January 5, 2015; and
- c. Approve the authorization of the County Administrative Office to incorporate the changes in the Fiscal Year 2014-15 Sheriff's Adopted Budget.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve the amendment of the Fiscal Year 2014-15 Sheriff's Office budget 2300-8273 to reallocate one (1.0) FTE Executive Director-Administrative Bureau to one (1.0) FTE Chief Deputy Sheriff effective January 10, 2015;
- b. Approve the amendment of the Fiscal Year 2014-15 Sheriff's Office budget 2300-8273 to add one (1.0) FTE Administrative Secretary-Confidential effective January 5, 2015; and
- c. Approve the authorization of the County Administrative Office to incorporate the changes in the Fiscal Year 2014-15 Sheriff's Adopted Budget.

### SUMMARY/DISCUSSION:

The Sheriff's Office recommends actions to restore the Chief Deputy Sheriff-Administration Bureau and the Sheriff's secretary positions, which were reallocated and eliminated in the previous administration, to enhance operations and provide needed support for the Administration Bureau.

The Chief Deputy Sheriff over Administration was reallocated to a non-sworn position in Fiscal Year (FY) 2011-12 as a cost savings strategy. The Chief Deputy Sheriff of the Administration Bureau is responsible for all of the Sheriff's Administration functions; Professional Standards Division; Civil Division; Fiscal Division; Records Division; and Workers Compensation. This position oversees sworn staff which will require knowledge of peace officer's bill of rights.

The Sheriff requests the Chief Deputy Sheriff position be reinstated into the design of the organization to provide mobility to move chief deputies around to train better managers; providing flexibility and almost equal responsibilities so that the Sheriff can utilize them more effectively. Reallocating the position will provide an opportunity to assign the chief deputies throughout the department and make them more rounded, more efficient and more knowledgeable.

The Sheriff is requesting an Administrative Secretary-Confidential position to serve as his personal assistant and be available at all times. This position will perform a wide variety of crucial administrative and secretarial duties and will act as liaison between the Sheriff, staff and representatives from other departments, agencies, and the public in situations involving solving problems or discussions in order to gain concurrence and cooperation.

For these reasons, it is recommended that your Board to approve these actions.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and Central Human Resources have reviewed the report.

FINANCING:

The recommended position changes will result in an estimated cost of \$57,500 for the remainder of the current fiscal year, including \$10,000 for the reallocation to Chief Deputy Sheriff and \$47,500 for the new administrative secretary. The Sheriff's Office will cover these costs with salary savings by holding a Sheriff's Commander position vacant for the remainder of the fiscal year. In addition, the Sheriff's Office is leaving vacant a temporary management specialist position vacated in December 2014.

The ongoing annualized estimated cost of the recommended position changes is \$20,500 for the reallocation of the Chief Deputy Sheriff and \$95,000 for the new Administrative Secretary-Confidential, for a total cost of \$115,500. The Sheriff's Office is reviewing its operating cost structure to identify cost efficiencies to fund the ongoing cost of this position as part of the budget development process now underway.

Approved by: Stephen Bernal, Sheriff-Coroner

Attachments:  
Attachment A