



County of Monterey

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

Board Report

File #: 16-1182, **Version:** 1

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to consolidate and re-title the Correctional Sergeant and Sheriff's Sergeant classifications into a single classification of Sheriff's Sergeant with no change to salary and abolish Correctional Sergeant classification;
- b. Amend the Sheriff's Office Budget 001-2300-SHE001/SHE003 as reflected in the Resolution;
- c. Direct the County Administrative Office to reflect these approved changes in the FY 2016-17 Adopted Budget; and
- d. Direct the Human Resources Department to implement the changes in the Advantage HRM System.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to consolidate and re-title the Correctional Sergeant and Sheriff's Sergeant classifications into a single classification of Sheriff's Sergeant with no change to salary and abolish Correctional Sergeant classification; and
- b. Amend the Sheriff's Office Budget 001-2300-SHE001/SHE003 as reflected in the Resolution; and
- c. Direct the County Administrative Office to reflect these approved changes in the FY 2016-17 Adopted Budget; and
- d. Direct the Human Resources Department to implement the changes in the Advantage HRM System.

SUMMARY/DISCUSSION:

The Sheriff's Office has Sheriff's Sergeant and Correctional Sergeant classifications for assignments in the Enforcement and Corrections Bureaus. These classifications are responsible for exercising administrative and technical supervision over subordinate law enforcement classes, including Deputy Sheriffs and non-sworn personnel. Currently, the Sheriff's Office is required to conduct separate recruitments and establish Eligible Lists for each classification, which in turn, limits the Office's ability to transfer qualified personnel between Bureaus.

The Human Resources Department reviewed the classifications and has determined that consolidating the Sheriff's Sergeant and Correctional Sergeant would provide the Bureaus greater flexibility and efficiency to appropriately staff the Bureaus. The requirements of both classifications entail successful completion of California Basic P.O.ST. Academy Penal Code 830.1 (a), which supports the merging of the two classes. This consolidation will further provide career and cross training opportunities to Sheriff's personnel and not affect their probationary status, seniority, salaries, and benefits.

As a result of the findings, the Human Resources Department recommends consolidating, and re-titling the classifications of Correctional Sergeant and Sheriff's Sergeant to a single class of Sheriff's Sergeant.

OTHER AGENCY INVOLVEMENT:

The Deputy Sheriffs' Association Units A, B, & C have reviewed and concur with the consolidation and classification recommendation.

FINANCING:

There is no impact or additional cost associated with the consolidation of classifications as the two current classifications' salaries and benefits are the same and all the positions are budgeted in the FY 2016-17 Sheriff's Adopted Budget.

Prepared by: Amy Rodriguez, Associate Personnel Analyst, 831-796-6095

Approved by: Irma Ramirez-Bough, Director of Human Resources, 831-755-5043

Approved By: Michael Moore, Undersheriff, Monterey County Sheriff's Office

Attachments:
Resolution

cc: Mike Miller, Auditor-Controller
Manny González, Assistant County Administrative Officer