RESOLUTION - ACTION REQUESTED 2014-145

MEETING: April 8, 2014

TO: The Board of Supervisors

FROM: Doug Binnewies, Sheriff-Coroner-Public Administrator

RE: Office Technician II Allocation and Budget Action

RECOMMENDATION AND JUSTIFICATION:
Allocate an Office Technician II Position and Unallocate an Office Technician I Position in the Sheriff's Budget; Approve the Promotion of an Office Technician I to Office Technician II in the Sheriff's Budget Effective April 1, 2014; Approve Budget Action Transferring Funds Within the Sheriff's Budget to Accommodate the Change in Allocations and Promotion ($11,472).

Recently at the request of the Sheriff, the Human Resources Department conducted a desk audit, a review of a Position Description Questionnaire (PDQ) and an analysis of the duties and responsibilities of one of the Sheriff's Office Technician I positions. During Human Resources' review it became apparent that the incumbent was performing duties not included in the class specification Office Technician I. This task specifically is identified as the Sheriff's Public Information Officer (PIO) which requires the incumbent to perform a significant amount of non-routine functions while working directly for the Sheriff, that would better fit the classification of an Office Technician II. Employees in the classification of Office Technician II perform a variety of administrative tasks with minimal supervision. The Office Technician II performs work where the Director has delegated a substantial amount of administrative detail and non-routine work.

The Sheriff's Office PIO is responsible for setting up the Sheriff's Office appearances at schools, outside agencies and television newscasters and coordinates all pre-appearance preparation which includes preparing public announcements. The position is also responsible for managing the Sheriff's/Operation Area's Emergency Operations Center, maintaining related social media such as the Sheriff's Office website, Facebook, twitter and other social media. Depending on the incident, the position is tasked with managing the phone calls and emails that come in as well as the inquiries received independently in performing these duties in support of the Sheriff. In addition, the Sheriff's PIO may be tasked to operate at locations other than the Sheriff's Office especially during time of incident/emergency. Basically, the Sheriff's PIO is the lead media liaison for the Sheriff's Office during times of high interest/emergencies. Therefore, it is requested that the Board approve the allocation of an Office Technician II position and the promotion of an Office Technician I to an Office Technician II.
The Auditor's Office confirms that the salary increase to support the Office Technician II position will be approximately $1,045 for the remaining Fiscal Year. This action will have no impact to the County's General Fund, as the Sheriff's budget will absorb this cost for the remaining fiscal year with salary savings from a vacant Office Technician I position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has supported similar actions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Potentially be at risk of working the incumbent out of class.

FINANCIAL IMPACT:
Funding is being transferred within the Sheriff's budget to accommodate the change in allocations and the promotion. Salary savings from a vacancy will offset the additional cost for this fiscal year.

ATTACHMENTS:
Sheriff's Office Technician II Budget Action Form (PDF)

CAO RECOMMENDATION
Requested Action Recommended

Rick Benson, County Administrator 8/2014

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Janet Bibby, District III Supervisor
SECONDER: Lee Stetson, District I Supervisor
AYES: Stetson, Jones, Bibby, Cann, Carrier
# BUDGET ACTION FORM

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TOTALS 11,472 11,472

**ACTION REQUESTED:** (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies.

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION**

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DEPT HEAD SIGNATURE

DATE 3/27/2014

APPROVED BY RES NO. 14-145 CLERK

DATE 4/8/2014

DEPARTMENT: Sheriff's Office

AUDITOR'S USE ONLY

BA #