



MARIPOSA COUNTY

Sheriff's Office • (209) 966-3615



RESOLUTION - ACTION REQUESTED 2019-185

MEETING: April 9, 2019
TO: The Board of Supervisors
FROM: Doug Binnewies, Sheriff-Coroner-Public Administrator
RE: Approve Two Office Assistant II Positions in the Sheriff's Office

RECOMMENDATION AND JUSTIFICATION:

Authorize the addition of two full-time Office Assistant I/II positions in the Mariposa County Sheriff's Office to be filled at the Office Assistant II level effective May 1, 2019.

Changes in California law has increased the workload of the current two (2) part-time Office Assistants currently employed. These changes include the Concealed Carry Weapon (CCW) Permit process, changes to the laws pertaining to the registration of Sex Offenders, Drug Offenders and Arson Offenders and the California Public Records Act.

The State CCW Permit process now requires each permit holder in Mariposa County to qualify annually increasing in program workload. A new CCW permit issuance software system has also been incorporated to the workflow.

California Senate Bill 384 has changed the Sex/Drug and Arson registration process, increasing program workload. Those required by law to register will now register on a tiered system with changes being implemented over the next several years. Each of those tiered changes will add additional detailed research and data input to the state mandated offender registration.

California Senate Bill 1421, along with an increase from media and the public, has greatly increased the requests for reports, personnel related documents and other public records. This increase in record requests has added necessary detailed research which has substantially added to the workload of staff.

These two senate bills coupled with the addition of other responsibilities now being handled by the Sheriff's Office have added to the increased workload supports the need to increase our front office professional staff.

The Sheriff's Office has been operating with the three office support staff for decades, however, the increase in workflow over the recent years make the addition of these two (2) fulltime positions imperative to be able to provide the needed service to the public.

Full-time Sheriff's Office staff currently includes the Executive Assistant, the Administrative

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Technician, and the Office Technician. The Executive Assistant handles the Assistant Coroner and Public Administrator duties, manages employee pay incentives, evaluation and recruitment activities, complex civil requests and Public Record Requests for coroner cases. The Administrative Technician is the Public Information Officer for the Sheriff's Office, which includes managing the county-wide Everbridge emergency public alert system. This classification is also responsible for accounts payable, budget tracking and county deposits. The Office Technician handles monthly payroll submissions while tracking department overtime, vacation and sick-time usage plus accruals, and the office's civil services.

The two requested Office Assistant II positions will handle the mandated registration of Sex, Arson and Drug registrations, the CCW Program, Public Record Requests, Livescan fingerprinting, Office Supply and Office Mail processing.

This personnel request for two (2) Office Assistant II positions is supported by the Human Resources Office and also the CAO's Office. The new full-time positions are projected to start in the capacity of full-time on May 1, 2019. The funding for these two requested positions has been identified and funded in the County General Fund at Mid-Year under line item 001-0216-521.01-98 and fully funded in the FY19-20 drafted budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Changes to the employee allocation schedule require Board approval. The Board has approved allocation changes that will ultimately increase the level and quality of services provided to the County.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the allocation of two Office Assistant II positions. The Mariposa County Sheriff's Office would not be able to perform higher level duties that are necessary as described in this requested action.

FINANCIAL IMPACT:

There is adequate funding in this year's Sheriff's budget to accommodate the added positions for the 2018/2019 budget year in line item 001-0216-521.01-98 as of mid-year. The Sheriff's 2019/2020 adopted Budget will also include funding for these two new office staff positions.

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey