

**Agenda Number:**  
**Prepared on:** 11/29/04  
**Department Name:** Sheriff  
**Department No.:** 032  
**Agenda Date:** 12/14/04  
**Placement:**  
**Estimate Time:**  
**Continued Item:**  
**If Yes, date from:**

**TO:** Board of Supervisors

**FROM:** Sheriff Jim Anderson  
x4290

**STAFF CONTACT:** Commander Jim Peterson  
x4326

**SUBJECT:** Temporarily increase the number of Special Duty allowances in the Corrections Officer Classification within the Sheriff's Department

**Recommendation:**

That the Board of Supervisors:

Adopt the attached Personnel Resolution effective December 20, 2004 to increase the number of Special Duty allowances in the Corrections Officer classification within the Sheriff's Department from 30 to 31.

**Alignment with Board Strategic Plan:**

The recommendation is primarily aligned with Goal No. 3: A Strong Professionally Managed County Organization.

**Executive Summary and Discussion:**

This Board action will provide a temporary Special Duty Corrections Officer to perform the duties within the Classification Unit of the Main Jail. Currently, a Special Duty Corrections Officer, whom had been assigned to the Classification Unit is performing a light duty assignment outside of the Classification Unit due to a medical restriction. In order for the unit to operate efficiently, the Classification Unit must have a full complement of personnel to perform the required essential job functions and duties. The Classification Unit is staffed with only Special Duty Corrections Officers due to the enhanced technical skills required of this assignment. This Board action will allow a trained line level officer to be compensated for performing the duties of the Special Duty Corrections Officer within this unit. The Sheriff's Department anticipates that this

temporary allowance will be necessary until June 19, 2005.

**Mandates and Service Levels:**

Title 15 of the California Code of Regulations, section 1050 requires the Sheriff to perform classification duties within a county jail.

**Fiscal and Facilities Impacts:**

Corrections Officer Salary range is \$3,593 – \$4,386 per month while a Corrections Officer, Special Duty Salary range is \$3,776 – \$4,610 per month. This temporary assignment will last for thirteen pay periods and will terminate at the final pay period of this current budget year. The increase of approximately \$1,391 will be absorbed through the current budget of the Sheriff's Department.

**Special Instructions:**

Clerk of the Board: Please send a copy of the signed approved Resolution to Lt. Ronald LeGault at the Sheriff's Department and Sandra Viola at County Human Resources.

**Concurrence:**

County Administrator & County Human Resources