



BOARD OF SUPERVISORS
AGENDA LETTER

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Department Name: Human Resources

Department No.: 064

For Agenda Of: March 12, 2019

Placement: Administrative

Estimated Time: N/A

Continued Item: No

If Yes, date from:

Vote Required: Majority

TO: Board of Supervisors

FROM: Department Maria Elena De Guevara, Human Resources Director, 568-2816
Director(s)

Contact Info: Robert Clark, Employee Relations Manager, 568-2829

SUBJECT: Establish Job Classification of Forensic Unit Supervisor

County Counsel Concurrence:

As to form: Yes

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- A. Adopt the resolution in Attachment A to establish the classification of Forensic Unit Supervisor (Class #3690, Range #3690, \$41.367-\$50.501 per hour), and
- B. Determine that the above actions are exempt from California Environmental Quality Act (CEQA) review per CEQA Guidelines Section 15378(b)(4) since the recommended actions are government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

The recommended action would establish the civilian (non-sworn) job classification of Forensic Unit Supervisor in the Sheriff's Department, as well as a corresponding extra-help-specific Forensic Unit Supervisor job classification. Currently the Forensic Unit of the Criminal Investigation Division is supervised by a Sheriff's Sergeant. The new civilian Forensic

Supervisor is being proposed in order to save money, improve efficiency and increase productivity. Several comparable agencies including the counties of Marin, Monterey, Placer, San Luis Obispo, Santa Cruz, Solano and Sonoma have similar civilian positions. Civilianization of this position will result in cost savings because the benefit structure for civilian positions is less than that of sworn positions. The position is expected to result in improved efficiency and productivity because it will require more experience and specialized knowledge in crime scene processing and the identification of latent prints.

In accordance with the Employer-Employee Relations Policy all recognized employee organizations were notified of our intent to assign the position to bargaining unit 25 (Administrative, Technical, Office & Health Service, Supervisory), represented by SEIU, Local 620, and there were no objections. The County met and conferred with the Union and agreed on the proposed salary, which is based on the median paid by the other agencies.

Background:

This new classification will be responsible for assigning, reviewing and participating in the work of the Forensic Unit. The duties of the Forensic Unit include: Identification, collection and preservation of evidence at crime scenes; video and photo documentation of crime scenes; Development and collection of latent prints; comparison and independent verification of latent prints; creation of crime scene diagrams; participation in courtroom testimony; coordination of in-house training of crime scene unit members and performance of related duties as required. This is a supervisory position that exercises direct supervision over Crime Scene Technical staff, including administrative support staff, and is responsible for the effective and efficient operation of the work unit.

Fiscal and Facilities Impacts

Budgeted: It is expected that funding for the position will be included in the FY 2019-20 Budget.

Staffing Impacts:

There are no staffing impacts associated with adding the classification by itself. It is expected that one (1) legal position will be established and allocated to this classification as part of the FY 2019-20 Budget.

Special Instructions:

Please email one (1) copy of the minute order and fully-executed Salary Resolution to Stefan Brewer, Position Control Division, Human Resources Department.

Attachments:

Attachment A: Salary Resolution

Attachment B: Proposed Class Specification for Forensic Unit Supervisor

Authored by: Robert Clark, Employee Relations Manager, Human Resources

cc: Mona Miyasato, County Executive Officer
Bernard Melekian, Assistant County Executive Officer
Solomon Linver, Undersheriff