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EDWARD N. BONNER
SHERIFF-CORONER-MARSHAL

DEVON BELL
UNDERSHERIFF

To: The Honorable Board of Supervisors
From: Edward N. Bonner, Sheriff-Coroner-Marshal
Date: July 12, 2011
Subject: Classification Study for Corrections Facility

Action Requested

Authorize the Sheriff's Office to request the Personnel Director to undertake an organizational and classification review within the Sheriff's Corrections Division.

Background

With the new South Placer Correctional Facility construction underway, the Sheriff's Office wishes to work with the Personnel Department to undertake a review of the Corrections Division in order to accomplish the following:

- Review and update the existing classification specifications;
- Review current organizational structure to ensure we have the appropriate staff needed to operate a new jail and to maintain jail operations in Auburn;
- Determine compliance with appropriate State and Federal regulations;
- Improve organizational effectiveness

The anticipated benefits of this review include the potential development of a broader corrections career path and promotional opportunities, enhanced employee attraction and retention, and the ability to meet the expanding needs of both the existing correctional staff and the populations it serves. A review at this time will better position the division to proactively identify improvements and resources needed to maximize efficiency and consistency, streamline our current processes and workflow, and effectively fill upcoming vacancies as they arise. Your Board's authorization is required for the Sheriff's Office to request the Personnel Director begin this review.

Fiscal Impact

Funding is available in the Corrections Budget for this study. The study is expected to be completed in 3-6 months for an estimated cost of \$25,000. Should the Personnel Department recommend classification modifications, our department will address any associated fiscal impacts at that time. There is no impact to the General Fund.

