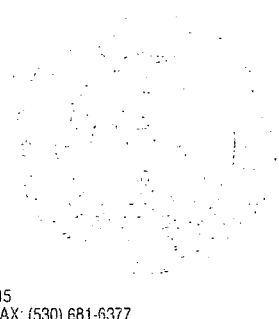




PLACER COUNTY
SHERIFF
CORONER-MARSHAL



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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-Marshall
Date: January 11, 2011
Subject: Classification Study for Civil Unit

Action Requested

Your Board is requested to authorize the Sheriff's Department to request that the Personnel Director conduct a study of our current administrative legal clerk position assigned to the Sheriff's Civil Unit. We are requesting this study based upon performance flexibility and cross training necessary to meet service needs and maximize current resources. There is no impact to the General Fund.

Background

Government Code 26608 prescribes the Sheriff shall comply with orders of the courts of the state of California and to serve process and notices delivered to him for service. The increased complexity of civil services has grown substantially in the last few years. The level of detail required for these services along with the liability issues within our Civil Unit now require specialized skills to comply with regulations. These operational dynamics require both current professional allocations be equally knowledgeable, perform the same duties, and provide the same level of decision making in the absences of one or the other.

The Sheriff's Office wishes to reevaluate the current professional allocations assigned to the Civil Unit because the current classifications do not allow for cross training or performance flexibility that is necessary to meet the needs of the department, Civil Unit and the public. Your Board's authorization is required for the Personnel Department to begin this reclassification study.

Fiscal Impact

The Sheriff's Civil Unit receives revenue from the fees assessed with the processing of civil services. This use of this revenue is restricted to supporting the Civil Unit. Any additional cost related to the changes recommended as a result of this study will be covered by these revenues. There is no impact to the General Fund.

Attachment: Organizational Chart

Attachment

BOS Memo/January 11, 2011/Civil Division classification Study Sheriff's Office

Placer County Sheriff's Department Support Services Division Civil Services

Current Organizational Structure: Civil Services Dec 2010

Suggested Options - Organizational Structure: Civil Services 2011

