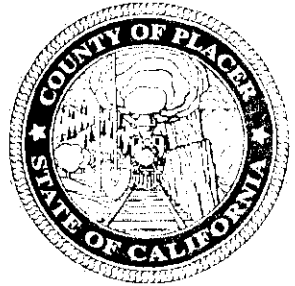




PLACER COUNTY
SHERIFF
CORONER-MARSHAL



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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: October 9, 2012
Subject: Position Evaluation for Fiscal Management Unit/Senior Administrative Clerk

ACTION REQUESTED

1. Authorize the Sheriff's Office to request the Personnel Director to conduct a classification review of a current Senior Administrative Clerk position within the Sheriff's Fiscal Management Unit. There is no net county cost associated with this action.

BACKGROUND

The current duties performed by the Senior Administrative Clerk within our Sheriff's Administrative Services Division have changed over the last year due to needs within the Division. These changes have resulted in a higher level of responsibility and complex clerical and secretarial duties currently being required from and performed by the incumbent.

The Sheriff's Office believes it would best meet the needs of our Administrative Services Division to evaluate the Senior Administrative Clerk position. Your Board's approval is required for the Personnel Department to begin this evaluation.

FISCAL IMPACT

If recommended, the Sheriff's Office will absorb any additional salary and benefit costs related to the reclassification of the Senior Administrative Clerk position, estimated to be \$4,500 annually. There is no impact to the General Fund.

