

County of Santa Clara

Employee Services Agency

Department of Human Resources

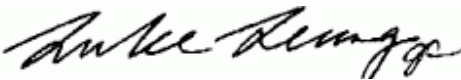


ESA01 061709

Prepared by: Alan Reed
Human Resources Analyst
Reviewed by: Karen Hodskins
Human Resources Manager
Submitted by: Joanne Cox
Human Resources Director

DATE: June 17, 2009

TO: Board of Supervisors

FROM: 
Luke Leung
Deputy County Executive

SUBJECT: Adoption of a Differential for Certain Custody Support Assistant Positions in Department of Correction and Revise the County Executive's Recommended Budget for FY2010.

RECOMMENDED ACTION

Consider the proposed revision to the FY 2010 Recommended Budget from Employee Services Agency related to the Department of Correction.

Possible actions:

- a. Approve a differential for Custody Support Assistant positions assigned to the Support Services Division, Program Unit: "Incumbents in the classification of Custody Support Assistant (G74) when assigned to the Support Services Division, Program Unit, shall be compensated at a rate five percent (5%) higher than that specified for regular positions in this classification, for each hour actually worked. In addition, Custody Support Assistants assigned to the Support Services Division, Program Unit shall be required to obtain and maintain a California Class B Driver's License."

- b. Revise the County Executive's Recommended Budget for FY2010 related to the Department of Correction to not delete seven Custody Support Assistants and to not add seven Sheriff's Correctional Officers.
- c. Refer item for final consideration and approval for budget hearing scheduled for June 19, 2009.

FISCAL IMPLICATIONS

The FY 2010 Recommended Budget includes a recommendation to delete 7.0 FTE Custody Support Assistants, saving \$568,704, and to add 7.0 FTE Correctional Officers, at a cost of \$885,752, for a net cost of \$317,048.

The revised proposal would retain the Custody Support Assistants, at a cost of \$568,704, with a 5% differential, at a cost of \$22,361 for a total cost of \$591,065. The 7.0 FTE Correctional Officers would not be added, representing savings of \$885,752.

The net savings of the revised proposal is \$294,687 as compared to the original proposal in the Recommended Budget.

CONTRACT HISTORY

Not applicable.

REASONS FOR RECOMMENDATION

The County Executive's FY 2010 Recommended Budget includes a recommendation to add seven (7) FTE Correctional Officer positions and delete seven (7) FTE Custody Support Assistant positions from the Support Services Division, Program Unit. The recommendation has been revised to retain the seven (7) FTE Custody Support Assistant positions and to not add seven (7) FTE Correctional Officer positions.

The recommended differential is necessary to recognize and compensate Custody Support Assistants assigned to the Support Services Division, Program Unit for duties performed related to inmate transport and the requirement to obtain and maintain a California Class B Driver's License.

BACKGROUND

The recommended budget for the Department of Correction contains a recommendation to delete seven (7) FTE Custody Support Assistant positions from the Support Services Division, Program Unit and add seven (7) FTE Correctional Officer positions. This recommendation has been revised to retain the seven (7) FTE Custody Support Assistant positions and not add the seven (7) FTE Correctional Officer positions.

Some of the duties that are assigned to the Custody Support Assistant positions that staff the Support Services Division, Program Unit, may be outside of the job description and require the possession and maintenance of a California Class B Driver's License. Therefore, it is necessary to create a differential compensating Custody Support Assistants assigned to the Program Unit for performing the duties related to inmate transport and Class B Driver's License requirement. The following footnote to the Salary Ordinance is proposed:

Incumbents in the classification of Custody Support Assistant (G74) when assigned to the Support Services Division, Program Unit, shall be compensated at a rate five percent (5%) higher than that specified for regular positions in this classification, for each hour actually worked. In addition, Custody Support Assistants assigned to the Support Services Division, Program Unit shall be required to obtain and maintain a California Class B Driver's License.

SEIU Local 521 has been notified of this recommendation.

CONSEQUENCES OF NEGATIVE ACTION

Without the creation of a differential, some of the duties assigned to certain Custody Support Assistants will not be consistent with their job classification. Also, seven Custody Support Assistants will be deleted and seven Sheriff's Correctional Officers will be added for FY 2010.

STEPS FOLLOWING APPROVAL

Upon approval and adoption by the Board, the Clerk of the Board is requested to send Keyboard notification to Mary Ann Barrous, Human Resources Analyst, at Employee Services Agency.