

County of Sonoma

Program/Position Change Request (PCR)



Department	Department Contact	Oracle Planning PCR #(s)
Sheriff's Office	Connie Newton	N/A –Board Item

☐ Please check to indicate that this request is related to the Recovery and Resiliency Plan. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

☒ Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

Summary of Requested Change(s)

The Windsor Police Department, through the Sheriff's Office, is requesting to delete their vacant legal processor allocation and add a senior office assistant allocation. The Sheriff's Office has provided contractual law enforcement services to the Town of Windsor since 1993. The Board approved the most recent five year contract on June 2, 2020. The contract allows the Town to approve staffing and service levels for the Windsor Police Department (WPD) and reimburses the Sheriff's Office accordingly. The contract also specifies that WPD will be staffed by County employees.

Please see the position detail form for additional information related to position changes.

Expenditures	FY 20-21	FY 21-22	FY 22-23
Ongoing Expenses	\$ -	\$ 1,010	\$ 1,030
One-Time Expenses	\$ -		
Total Expenditures	\$ -	\$ 1,010	\$ 1,030
Funding Sources			
General Fund			
State/Federal			
Fees/Other	\$ -	\$ 1,010	\$ 1,030
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
Total Sources	\$ -	\$ 1,010	\$ 1,030

* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

☐ Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

State the duration of Time-Limited Position Request:

Narrative Explanation of Fiscal Impacts

The difference in cost between the deleted and added positions will be fully reimbursed by the Town of Windsor. The cost increase of the new position is 1.46%, or about \$800 above the position being deleted. In FY 20-21, salary savings from the vacant legal processor will more than cover the anticipated increase of the new position. In FY 21-22, the senior office assistant is anticipated to cost \$808 more than the legal processor, assuming an increase

of 2% over FY 20-21 salaries. The Town also pays the County approximately 25% in indirect costs for each position, increasing the total cost to \$1,010 in FY 21-22 and \$1,030 in FY 22-23 (fully reimbursed by the Town of Windsor).

☒ **Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

Description of need and/or business case for request

The Sheriff's Office has provided contractual law enforcement services to the Town of Windsor since 1993. The Board approved the most recent five year contract on June 2, 2020. The contract allows the Town to approve staffing and service levels for the Windsor Police Department (WPD) and reimburses the Sheriff's Office accordingly. The contract also specifies that WPD will be staffed by County employees. The WPD, through the Sheriff's Office, is requesting to change their existing allocations by deleting the vacant legal processor allocation and adding a senior office assistant allocation.

Recently, the legal processor assigned to WPD's front desk left the position, creating a vacancy. In the process of preparing to fill the vacant position, WPD staff determined that the legal processor job class is not the best fit for this position. The legal processor job class is more focused on work in legal nature such as: dealing with reports related to arrests, crime, and warrants, penal code related work, supporting the criminal filing process, addressing inquiries related to rules of the court, and tracking the status of legal cases. These tasks are performed by legal processors working in the Sheriff's Office Central Information Bureau. As part of the contract's support services, the legal processors assigned to the Sheriff's Office provide WPD's legal processor functions and WPD is charged accordingly. The nature of the work assigned to the WPD front desk position (currently a legal processor) better aligns with the County's senior office assistant job class. A few examples of the duties performed by the WPD front desk position are: receiving lobby and phone inquiries from citizens, preparing permit and program files for management review, tracking data, and completing other complex clerical tasks (filing, reporting, processing paperwork and mail).

Given that the actual work being performed by the WPD front desk position is in line with the senior office assistance job class, the Town, through the Sheriff's Office wishes to delete the vacant legal processor allocation and add a senior office assistant allocation. In accordance with the provisions of the contract, the Town has approved this change.

Description of how the request will meet the need and/or business case described above

Changing the existing allocation to a senior office assistant will allow WPD to recruit a pool of candidates that directly possess the skills and experience required to perform the duties of the front desk position. The front desk position is responsible for clerical work as opposed to legal processor tasks, as described above. Being that the position is currently vacant, the timing of this Program Change Request (PCR) provides an optimal opportunity to change the allocation without affecting an existing employee.

Description of the alternatives that were analyzed

A variety of job class descriptions were reviewed to determine the best fit for the WPD front desk job duties.

Mandated services justification

This PCR is related to the Sheriff's contractual provision of law enforcement services to the Town of Windsor. To provide these services in a cost effective manner, non-sworn support staff are used to perform tasks that do not require law enforcement officers. This PCR does not increase staffing resources, it only requests a change in the job class assigned to perform the duties. In addition to the clerical tasks assigned to this position, this position will continue to support the mandated service of releasing crime and accident reports to citizens.

If request is related to the Recovery and Resiliency Plan, please make sure that you have consulted with the Office of Recovery and Resiliency and have their concurrence on this request.

N/A

County of Sonoma

Program/Position Change Request (PCR) - Human Resources Detail



Instructions: Please complete the following for each position change being requested.

Classification Title(s)

DELETE existing allocation: Legal Processor II (code 0049)
ADD: Senior Office Assistant (code 0003)

Description of primary duties/responsibilities

The primary responsibilities are as follows:

The front desk is responsible for screening incoming phone calls and walk in visitors of the Windsor Police Department. They answer inquiries related to general law enforcement, town ordinances, records, services, and programs and release crime reports to residents. They receive and attempt to resolve complaints of moderate nature and refer non-police matters to appropriate Town of Windsor departments.

This position acts as an assistant to the sworn Explorer Post Advisor by maintaining post certification, reviewing participant applications for completeness and accuracy, facilitating background investigations, scheduling meetings, preparing agendas, planning trainings, and coordinating minor banking/financial obligations.

This position facilitates the background process for Solicitor and Massage Permit applicants including reviewing applications for completeness and conformance with established regulations and procedures; scheduling fingerprinting, following up with the Department of Justice for results, and issues or denies permit all in conjunction with Town Community Development staff.

This position maintains department files for a number of specialized functions including :

- DUI Cost Recovery, which involves tracking disposition of the case, compiling call data, calculating cost using a pre-set formula, and submitting a report of findings to the Town's Finance Department for collection,
- Federal Firearms Permits, which involves coordinating with the Town's Community Development Department by accepting and reviewing documentation for authenticity, notifying staff of findings, and maintaining records in file,
- False Alarms Billing, which involves a query of alarm data from records management system, producing a report of alarm calls, submitting documentation to the Town's Finance staff for billing, and sending correspondence to subject.

This position composes, types, edits, proofreads, and maintains a variety of complex documents including forms, memos, brochures, handouts, and correspondence for WPD staff; checks draft documents for punctuation, spelling, and grammar and makes or suggest corrections.

This position acts as WPD's representative on Town of Windsor Workplace Safety Committee, attending meetings, providing police input and reporting back to command staff with concerns or issues; Is a contributor to the WPD

social media, creating, monitoring, and responding to posts and is responsible for gathering, assembling, and updating a variety of WPD or Town specific information on the website.

This position works independently one day a week and will sometimes handle minor tasks normally covered by the Administrative Aide and Community Services Officer. An example of these tasks are documenting parking and abandoned vehicle complaints, sending abatements letters, ordering office supplies and business cards.

This position receives WPD sworn staff subpoenas, enters data into a spreadsheet, serves appropriate staff, documents and returns proof of service to Central Information Bureau

This position is responsible to review criminal, traffic, and parking citations for completeness and accuracy, return to staff for correction or enter into a spreadsheet, and send to the Central Information Bureau.

This position is responsible to conduct an annual OSHA safety inspection, prepare a report of findings and submit to Sheriff's Administration.

This position receives applications for the WPD Ride Along Program. Responsibilities including reviewing application for completeness, accessing multiple department databases to conduct a criminal history search, submitting findings to command staff, and scheduling or denying request.

Reporting Structure and Span of Control

The legal processor II being deleted is allocated to the WPD budget and reports to WPD's Administrative Aide. The newly added senior office assistant will report to the Administrative Aide.

Description of impact upon existing positions

This change will not change or create new impacts to existing positions.

If you are doing an add/delete, how is the work of the deleted position being absorbed?

The new senior office assistant position will absorb 100% of the work of the deleted legal processor II position.

Description of any compaction issues?

No compaction issues will exist as a result of this change.

Justification discussing why existing vacant position cannot be used in-lieu of a new position

N/A. A new positions is not being requested. This PCR is an add/delete, maintaining the total existing allocations. The two jobs are similar in skill level and the cost increase of the new position is 1.46%, or about \$800 above the position being deleted.

Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.