COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: February 16, 2016

Submiting Department(s):
Sheriff

Contact: Mary Beth
Phone: 934-6441

Brief Subject/Issue Description:
Authorize Sheriff to work Public Service Employee more than 990 hours in fiscal year.

AGENDA PLACEMENT

Appointment – Appearances by: (Specify Name & Title)

Required ___ Minutes

- Business – No
- Consent
- Correspondence
- Reports & Notices

AFFECTED DEPARTMENT(S)

- Receive Concurrence

ATTACHMENTS

- Board Report
- Letter
- Minute Order
- Contract
- Transfer
- Grant App.
- Resolution

LEGAL/PERSONNEL/FISCAL

- County Counsel
- Personnel
- Finance

CLERK INSTRUCTIONS

- Return Minute Order
- Return Certified Copy Of:

- Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES

Public Hearings:
- Published
- Affidavit on File w/Clerk
- Affected Parties Notified

Committees:
- Vacancy Posted
- Application Attached

LEGISLATION

State
- Bill#:
- Latest Version of Bill
- Draft Letter Attached
- List of Supporters/Opposers
- Statement of Relevance to County Interests
- Description Attached

Federal

FUNDING SOURCE/IMPACT

- General Fund Impact
- Other: _____
- Budgeted
- Transfer Attached
- 4/5ths Vote Required
- Contingency Request

CONTRACTS, LEASES & AGREEMENTS

- New
- Renewal
- Amendment
- Insurance Certificate
- Contract Report

Date of Original Contract:
- Contract No.:
- Fiscal Year:

RECOMMENDED ACTION/MOTION:

Authorize the Sheriff to schedule certain Public Service Employee (employed under the umbrella of the Sheriff’s Office) working in criminal justice positions requiring specific training and certification for more than 990 hours in fiscal year due to critical staff shortage.

Reviewed By (if applicable):

Department Head

Personnel Director

Department of Finance

cc:
EXECUTIVE SUMMARY:
The Sheriff requests authorization to work one (1) Public Service Employee (PSE) more than 25 hours per week due to the need to utilize persons (as PSEs) who have job specific training and certificates. Sheriff will coordinate with the Personnel Director to assure compliance with State and Federal requirements.
(GC Admin Policy 10.09 Public Service Employee)

RECOMMENDATION(S):
Authorize Sheriff to schedule one (1) PSE in criminal justice position requiring specific training and certificates for more than 25 hours per work week. This individual retiree will work in a PSE position for more than 990 hours per fiscal year.

HISTORY AND BACKGROUND:
The Sheriff finds it beneficial and necessary to employ PSEs to cover critical shifts with accredited persons in positions that are either seasonal or part time in nature. Such positions are typically those within the criminal justice field and thus are mandated to meet strict employment requirements. Examples of such positions are Deputy Sheriff, Correctional Officers, Emergency Dispatchers, and Sheriff’s Services Officers.

FISCAL/PERSONNEL IMPACT(S):
Personnel costs for such PSEs are covered by the Department’s budget.

ANALYSIS/DISCUSSION:
Use of such PSEs has proven to be beneficial and prudent. The Sheriff will continue to monitor and work with the Personnel Director to assure compliance with local, state, and federal requirements.

All items transmitted by a County Department or Agency for inclusion in the agenda for Board of Supervisors action must include all background and analysis necessary for the Board to make an informed decision. Failure to provide adequate information, analysis, or backup could result in the matter not being added to the agenda and returned to the department for additional information.