AGENDA SUMMARY
AGRICULTURE/PUBLIC PROTECTION AND GENERAL GOVERNMENT COMMITTEE

The agenda and staff reports are posted on the Sutter County Website at:
Agenda items are available for review at the Agricultural Department located at 142 Garden Highway, Yuba City, during normal business hours

OCTOBER 22, 2018
3:30 PM
1160 CIVIC CENTER BLVD., SUITE A
YUBA CITY, CA

Human Resources

Gina Rowland, Director of Human Resources

1) Approval of job description and salary recommendation for the new classification of Deputy Director Public Works

2) Approve various position changes in Human Resources

Sheriff-Coroner

Captain Chad Niswonger

3) Approval of an amendment to the Fiscal Year 2018-19 Adopted Budget to appropriate funds to transfer from the Sheriff's Fed Asset Seizure (Fund 0285) to the Public Safety (Fund 0015) for the purchase of $6,455 in additional LPR Camera Equipment and communication boxes (4/5 vote required)

Requests for assistive listening devices or other accommodations, such as interpretive services, should be made through the Agricultural Commissioner's Office at (530) 822-7500. Requests should be made at least 72 hours prior to the meeting. Later requests will be accommodated to the extent feasible.
To: Agriculture, Public Protection & General Government Committee
From: Gina Rowland, Director of Human Resources
Department: Human Resources
Subject: Approval of job description and salary recommendation for the new classification of Deputy Director Public Works

Recommendation:

Adopt the attached job description for Deputy Director Public Works at salary range MGT49 ($8,308 - $10,118 mo.) and allocate the classification to the Management Unit.

Background:

The Human Resources Department has reviewed the request of Development Services to create a Deputy Director Public Works classification to oversee the Engineering and Roads Divisions within the department, Water Resources as well as special districts. This position has been approved as part of the FY 2018-19 budget.

The Director of Development Services was appointed in March of this year and has taken this opportunity to evaluate the operational needs of the Department and the County. In doing so, it was determined that the creation of the Deputy Director Public Works will provide much needed managerial and divisional oversight and will free up the Director to effectively manage the overall day-to-day operations of the Department.

Salary Range MGT49 ($8,308 - $10,118 mo.) is being recommended. The department previously had an allocated position of Deputy Director of Public Works – Water Resources MGT49 ($8,308 - $10,118 mo.) to assist the Director in the administration and management of Water Resources. This new position recommended at the same salary range will be responsible for duties, responsibilities and requirements that expand beyond Water Resources. To ensure internal equity, the salary for this new classification is recommended to be the same as the Deputy Director Planning and Building MGT49 ($8,308 - $10,118 mo.) class, which has a similar level of management based duties and responsibilities, and both would report to the Director of Development Services. The position is approximately 21% below the Director of Development Services, MGT53 ($10,118 – $12,246 Mo.).

A salary survey was conducted by Human Resources of our 10 survey counties, however, the results were inconclusive as there were only three counties with comparable classifications.
Prior Board Action:
The Board approved the position for the FY 2018-19 budget.

Board Alternatives:
Take other actions as directed by the Board.

Other Department and/or Agency Involvement:
The Development Service Director and County Administrator’s Office concur with these recommendations.

Action Following Approval:
Human Resources will post the new job description. The Human Resources Department will open a recruitment to fill the Deputy Director Public Works position.

Fiscal Impact:
There is no fiscal impact. The position was already approved in the FY 2018-19 budget.

Countywide Goals and/or Top Priorities Compliance:
Approval of this item complies with the following Countywide Goal:

*Implement forward-thinking and “Best Management Practices” to ensure that County’s workforce will deploy successful succession planning necessary to enable County’s employment base to become more reflective of community’s changing demographics.*

Respectfully Submitted,

s/ Gina Rowland
Director of Human Resources

Attachments:
1. Deputy Director Public Works - DRAFT 10-18
DEPUTY DIRECTOR PUBLIC WORKS

DEFINITION

Under general direction of the Assistant Director and/or Director of Development Services, assists in planning, organizing, directing and performing activities associated with the Department’s Road Crew personnel and Engineering personnel. Oversees the administration and coordination of special districts or agencies, represents the County at regional, state, and federal technical meetings and performs other work as required.

CLASS CHARACTERISTICS

This single-position management-level classification is characterized by the responsibility to assist the Assistant Director and/or Director in the administration of Public Works. Work is accomplished within a broad framework, with authority and responsibility in the Engineering area, which encompasses Capital Improvements, Road Maintenance, and Water Resources, and the Road Crew which is responsible for all right-of-way infrastructure repairs and maintenance. Requires creative ability, resourcefulness and discriminating judgment in the analysis and solution of complex problems, and the ability to make technical decisions on specialized matters. Work is reviewed in terms of fulfillment of goals, departmental effectiveness, and soundness of judgment. Represents County at regional, state, and federal technical meetings.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.

1. Oversees and participates in the management of various programs and activities involving Sutter County, including water/groundwater management, local and regional drainage, flood control, bridge replacements, road maintenance, right-of-way encroachments, and facility building improvements/renovations.
2. Defines problem areas, develops recommendations and directs the implementation of policy decisions.
3. Collaborates with the general public, engineers, and other governmental and private agencies providing technical information pertaining to County requirements.
4. Conducts special studies to determine future County needs for Capital projects.
5. Oversees the preparation of plans and specifications for various Capital projects.
6. Receives, processes, and responds to complaints regarding Public Works operations.
7. Represents the County, and/or acts as a liaison regarding Public Works matters with various local, regional, state, and federal agencies, districts, and lobbyists, etc.
8. Assists in preparing annual Public Works budget within the Development Services Department.
9. Prepares various items for presentation at Board of Supervisors meetings, including resolutions, contracts/agreements, and other legal documents.
10. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

11. May act on behalf of the Director in establishing and maintaining liaison with representatives of federal, state and local agencies; facilitates coordination of interagency and interdepartmental programs.

**MINIMUM QUALIFICATIONS**

Knowledge of: Transportation, Building and drainage programs including planning, development, construction, maintenance, and cost engineering; methods, materials and equipment used in road, bridge and building construction; knowledge of the function, implementation and management of improvement districts; federal, state and local design and construction standards for Public Works. General knowledge of principles and practices of management necessary to plan, analyze, develop, evaluate and direct county engineering programs; principles of supervision and training.

Ability to: Assist in the planning, organizing, directing and performing of Engineering activities; interpret and apply various federal, state, and local statutes, ordinances and codes which pertain to transportation, building improvements and water resource activities to ensure that activities are carried out in accordance with law; maintain consistence with program objective and standards; define problem areas, develop recommendations and direct the implementation of policy decisions; oversee the implementation and administration of special districts; plan, direct and supervise the work of others; analyze problems and work out effective solutions; establish and maintain cooperative working relationships with those contacted in the course of work; make presentations to technical and non-technical groups.

Education and Experience: Equivalent to the completion of core course work from an accredited college or university in engineering, or a related technical field, and four years of progressively responsible professional level experience in civil engineering activities, including at least one year experience in a capacity affording opportunity to demonstrate supervision and project management ability; or any combination of education and experience that provides equivalent Public Works knowledge, skills and abilities.

Special Requirements: Essential Duties require the following physical skills and work requirements: Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; also requires the ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties; ability to work around electrical currents and building materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; must be able to perceive color, shapes, and forms; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, drafting, typing, data entry or use of other office equipment or supplies; must be able to perceive forms and colors; ability to operate a motor vehicle.
License or Certificate: Must possess and maintain a valid California Driver’s license. Registration as a Professional Engineer is required, and registration as a Certified Flood Plain Manager (CFM), and/or Water/Wastewater Operator is desired.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Deputy Director Public Work
AGRICULTURE, PUBLIC PROTECTION AND GENERAL GOVERNMENT COMMITTEE  
Standing Committee Staff Report

To: Agriculture, Public Protection & General Government Committee

From: Gina Rowland, Director of Human Resources

Department: Human Resources

Subject: Approve various position changes in Human Resources

Recommendation:
It is recommended that the Board of Supervisors:

1. Delete one Human Resources Analyst I position at salary range CON37 ($4,481 - $5,447 mo.).
2. Add one (1) Flexibly Staffed Human Resources Analyst I/II CON37 ($4,481 - $5,447 mo.)/MGT 40 ($5,242 - $6,477 mo.).
3. Delete one (1) Risk Management Analyst MGT 40 ($5,242 - $6,477 mo.).
4. Add one (1) Flexibly Staffed Office Assistant I/II-Confidential CON28 ($2,750 - $3,425 mo.)/CON29 ($2,913 - $3,618 mo.).
5. Amend Human Resources’ position allocation schedule to reflect the above

Background:
On August 30, 2018, the position of the Sutter County Risk Management Analyst became vacant. Following the departure of the incumbent, the Director of Human Resources evaluated the operational needs of the Human Resources Department and determined that greater efficiencies and cost savings could be achieved by eliminating the Risk Management Analyst position, upgrading a Human Resources Analyst I to a flex Human Resources Analyst I/II, and adding one flex Office Assistant I/II-Confidential position.

Prior Board Action:
None.

Board Alternatives:
Take other actions as directed by the Board.

Other Department and/or Agency Involvement:
The County Administrator’s Office concurs with these recommendations.

Action Following Approval:
The Human Resources Department will open a recruitment to fill the Office Assistant I/II - Confidential position.
**Fiscal Impact:**
The proposal will result in an ongoing savings to the Human Resources’ overall budget. As part of the change, 25% of Senior Human Resources Analyst’s time will be dedicated to risk-related tasks. Detail fiscal impacts as follow:

Net fiscal impact to the Internal Services Funds for Worker’s Comp and the General Liability will be annual saving of $8,201 to $17,216
- Saving of $40,116 to $49,130 for the deletion of Risk Management Analyst position and addition of the Office Assistant I/II position
- Increase cost of $31,915 for allocating 25% of Senior Human Resources Analyst’s time to Risk

Net fiscal impact to General Fund will be annual saving of $22,031 to $27,295
- Increase cost of $4,620 to $9,884 for upgrading a Human Resources Analyst I to a flex Human Resources Analyst I/II position
- Decrease cost of $31,915 for allocating 25% of Senior Human Resources Analyst’s time to Risk

**Countywide Goals & Top Priorities Compliance:**

*Implement forward-thinking and “Best Management Practices” to ensure that County’s workforce will deploy successful succession planning necessary to enable County’s employment base to become more reflective of community’s changing demographics.*

Respectfully Submitted,

s/ Gina Rowland
Director of Human Resources
AGRICULTURE, PUBLIC PROTECTION AND GENERAL GOVERNMENT COMMITTEE
Standing Committee Staff Report

To: Agriculture, Public Protection & General Government Committee
From: J. Parker, Sheriff-Coroner
Department: Sheriff Coroner
Subject: Approval of an amendment to the Fiscal Year 2018-19 Adopted Budget to appropriate funds to transfer from the Sheriff’s Fed Asset Seizure (Fund 0285) to the Public Safety (Fund 0015) for the purchase of $6,455 in additional LPR Camera Equipment and communication boxes (4/5 vote required)

Recommendation:

It is requested that your Board approve the following:

1. Approve the Sheriff Office’s proposed use of Sheriff’s Fed Asset Seizure funds to enhance our delivery of law enforcement services to the community with the purchase of additional LPR camera equipment and communication boxes.

2. Approval of the attached budget amendment to increase appropriations within Sheriff’s Fed Asset Seizure (Fund 0285) and increase the source of funds in the Public Safety (Fund 0015) budget units: Sheriff-Coroner-2201 ($6,455).

Background:

As a result of the equitable sharing program, the task force shares its seizures with participating law enforcement agencies. We currently have $422,000 in Federal Asset Seizure funds available. We would like to purchase the following with said funds.

We are in need for additional LPR camera equipment and communication boxes to be used in our Investigations Section of the Operations Division. We have received a quote from Lehr with a total cost of $6,455.

Operations Division- Investigations Section

To be budgeted in Sheriff-Coroner 2201-52051 Security Equipment:

- $5,473 for 2 Fixed POD Communication boxes.
- $107 for 2 Mount Hitch Set.
To be budgeted in Sheriff-Coroner 2201-52180 Professional/Specialized Services:

- $875 In Field Technical Services.

**Prior Board Action:**

Your board approved an armored vehicle purchase of $185,028 with Sheriff’s Fed Asset Seizure Fund (285) on 10/9/2018.

**Board Alternatives:**

Let asset seizure funds accumulate without spending them.

**Other Department and/or Agency Involvement:**

County Administrator’s Office, County Counsel, and the Auditor/Controller’s Office

**Action Following Approval:**

The Auditor/Controller Office will process the budget amendment as appropriate and the Sheriff’s Office will proceed with the purchase of the additional security equipment.

**Fiscal Impact:**

Approval of the budget amendment will allow for the proper transfer out from the Sheriff’s Fed Asset Seizure (Fund 0285) into the Public Safety Fund -Sheriff Corone-2201. There will be no impact to the General Fund.

**Countywide Goals and/or Top Priorities Compliance:**

The proposed use of the asset seizure funds to purchase for LPR Camera Equipment and communication boxes will enhance Sheriff’s Office’s delivery of law enforcement services to the community.

Respectfully Submitted,

S/ J. Parker
Sheriff-Coroner

**Attachments:**

1. BA#2 Asset Seizure LPR Equip Expenditures 18-19
2. BA#2 LPR Equip Transfer Voucher 18-19
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$12,910  $12,910  $12,910
### County of Sutter
### Department Sheriff's Office

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**GRAND TOTAL**

$12,910.00  $12,910.00

**Prepared by**

Kim Randhawa

**Date**

10/3/2018