To: Honorable Board of Supervisors
From: Gina Rowland, Human Resources Director
Department: Human Resources
Subject: Approval of job description and salary recommendation for the new classification of Task-Force Commander

Recommendation:
Adopt the attached job description for the new classification of Task-Force Commander at salary range MLA45 ($7,075-$8,666 mo.) and allocate the classification to the Management Unit.

Background:
The Human Resources Department received a request from the Task-Force Council to create a new Task-Force Commander classification after the separation of the previous commander and in anticipation of a recruitment.

The Task-Force Commander is a unique classification. It will be filled with an Extra Help appointment, and it reports to the Task-Force Council comprised of the following participating agencies: Sutter County Sheriff’s Office, Yuba City Policy Department, Sutter County Probation Department, Yuba County Sheriff’s Office, Sutter County District Attorney’s Office, and Yuba County District Attorney’s Office. The incumbent has primary responsibility for operation of the Task-Force and will supervise a multijurisdictional task-force. Previously, the commander position was filled with an independent contractor. Going forward, the position will be filled by an “extra help” employee in order to allow the Task-Force Council to provide more oversight and control of the position.

Salary Range MLA45 ($7,075-$8,666 mo.) is being recommended. Internally, this range is equal to Sutter County’s Division Commander classification MLA45 which has similar duties, level of responsibilities and educational requirements as the Task-Force Commander.

Prior Board Action:
The Board of Supervisors has not previously considered these recommended actions.

Board Alternatives:
Do not approve the recommended action.
Other Department and/or Agency Involvement:
County Counsel’s Office, Sutter County Sheriff’s Office, Sutter County Probation Department, Sutter County District Attorney’s Office, Yuba County Sheriff’s Office and Yuba City Police Department have reviewed and concur with these recommendations.

Action Following Approval:
Human Resources will post the revised job description and open a recruitment for an Extra Help Task-Force Commander.

Fiscal Impact:
There is no fiscal impact for adoption of the job description or for the new position. The funds for the shared position have already been approved for the Task-Force Program budget. The new position will be filled as Extra Help instead of contracted.

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

A. Operate County government in a fiscally and managerially responsible manner to ensure Sutter County remains a viable and sustainable community to live, work, recreate, and raise a family.
B. Maintain strong commitment to public safety (including Law Enforcement, District Attorney, Public Defender, Probation, Fire, Emergency Management, and related services).
J. Implement forward-thinking and “Best Management Practices” to ensure that County’s workforce will deploy successful succession planning necessary to enable

Standing Committee Review:
This matter has not been reviewed by a Standing Committee of the Board due to the urgency of starting the recruitment as soon as possible.

Respectfully Submitted,

s/ Gina Rowland
Human Resources Director

Margaret Fraumeni
Margaret Fraumeni, Human Resources Analyst  3/26/2019

Attachments:
1. Task-Force Commander