



Response to Questions on the FY 2010 County's Line of Business & Schools Program Review Processes Fall 2008

Request By: Supervisor Herrity

Question: In the Office of the Sheriff, please provide a breakdown of positions and dollars for administrative functions including, human resources, fiscal, administrative support staff, etc.

Response: Financial Services & Administrative Support

There are fourteen employees in the Financial Services Branch including three deputies and eleven civilians. The personnel cost of this Branch is \$1,145,792. Five of these employees are assigned to manage the jail warehouse which includes the receipt and disposition of all supplies needed for 2,000 inmates and staff.

An additional five are assigned to run the Inmate Finance Section, which primarily serves as the inmate "bank" (collects funds from outside sources, ensures that jail fees and commissary purchases are paid and that telephone accounts are up-to-date, and returns funds on release). This section handles 27,000 inmate accounts that are unique to the Sheriff.

There are three employees that oversee the budget, approve most agency purchases, manage the P-card use, process all payments, seek and apply for all revenues, and administer the Compensation Board budget. One person manages the branch, assists in operations, and ensures compliance with State and County audits of its operations.

Human Resources

There is a staff of nine in the Human Resources (HR) Branch including seven sworn staff and two civilians. The personnel cost of this Branch is \$727,070. Four staff are assigned to recruitment and screening. They visit military bases, open houses and job fairs to attract applicants for sworn positions. Their success is critical because vacancies in sworn staff create safety concerns and substantially increase operations costs. They also perform the background checks (financial, personal history, criminal history, driving record, polygraph, medical, psychological, and references), tour the working environment for interested potential applicants, and maintain the agency database on recruits.

Three staff members are assigned to personnel, payroll and benefits management. One of these manages pay policy issues, coordinates the campus Occupational Health Center physicals, manages needed review and actions on work and non-work related injuries, coordinates Department of Human Resources activities that impact operations, prepares all testing documents and internal promotional processes to the rank of Sergeant, ensures public safety accreditation documentation, and oversees the recruitment team. The other two staff members maintain the agency employee database, initiate recruitments, administer agency payroll, and ensure special pays are administered correctly (including initiating needed paperwork).

Other Administrative Functions

One position is assigned to Health and Safety services. This employee assists with reporting, counseling, and follow-up on exposure to infectious disease in the jail, develops infectious disease prevention procedures, develops the annual blood borne/airborne pathogen training, remains on call 24/7, maintains infectious disease records, manages Peer Support with twenty public safety agencies, manages the Eye Wash and AED stations, and ensures agency compliance with multiple federal and professional medical standards.

An additional employee is responsible for managing this unit, coordinating agency needs with the workforce planning team, overseeing all promotional processes, and working with needed agencies to resolve employee grievances.