

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

922



FROM: Bob Doyle, Sheriff-Coroner-PA

SUBMITTAL DATE:
04/13/04

SUBJECT: First Amendment to the Agreement for Records Check Services Between the Sheriff's Department and the Department of Public Social Services and Adoption of Resolution 440- 8541

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Approve the First Amendment to the Agreement between the Sheriff's Department and the Department of Public Social Services (DPSS) for the Sheriff's provision of records check services, and authorize the Chairperson, the Sheriff and the Director of DPSS to execute the Amendment on behalf of the Board.
2. Authorize the Sheriff and the Director of DPSS to execute all future Amendments or renewals of the Agreement.
3. Amend Ordinance No. 440 pursuant to Resolution 440- 8541 submitted herewith. Per the Resolution add the following position:

Ord. 440	Class Code	+/-	Class Title	Salary Plan	Grade	Salary
2500200000	37570	+1	Investigative Tech I	UPE	397	\$31,016-\$39,357
4. Approve and direct the Auditor-Controller to make the budget adjustments on the attached Schedule A.

BACKGROUND: (Continued on Page 2) BR 04-072

Dennis J. Boyle, Director, DPSS 	Bob Doyle, Sheriff-Coroner PA
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FINANCIAL DATA

Current F.Y. Total Cost:	\$28,591	In Current Year Budget:	No
Current F.Y. Net County Cost:	\$1,773	Budget Adjustment:	Yes
Annual Net County Cost:	\$10,857	For Fiscal Year:	FY 2003-04

SOURCE OF FUNDS: DPSS Budget

Positions To Be Deleted Per A-30	<input checked="" type="checkbox"/>
Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

- Dep't Recomm.: Consent
- Per Exec. Ofc.: Consent
- Policy
- Policy

Prev. Aan. Ref.: 02/06/01 3 28 | District: All | Agenda Number:

**ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD**

3.24

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, Auditor-Controller

BY 4/15/04
Deputy

Approved by Ronald W. Komers
Asst. County Executive Officer/
Human Resources Director

On February 6, 2001 the Board approved an Agreement between the Sheriff's Department and the Department of Public Social Services for the Sheriff to provide records check services for adoptions, foster care applicants, relative placements and County Child Protective Services Investigations.

When the Agreement was executed, the monthly caseload was between 400 and 500 cases. Staff determined that adequate staffing for this caseload would include a supervising Sheriff's Sergeant, two Investigative Technicians IIs and a support staff of three Office Assistant III and four Office Assistant II positions. Currently, the monthly caseload has escalated to between 650 and 750 cases. In addition to an increase in cases based on the County population increase over the last few years, the Records Check Unit is now legally required to perform annual fingerprint follow-up checks on all persons with whom the County places children. Therefore, both Departments recommend adding another Investigative Technician position to meet the increase in monthly requests for records checks.

Sheriff's staff has determined that the Investigative Technician duties required by this service do not qualify for Technician II status. Further, the records check service Investigative Technician II positions have been underfilled with the Technician I position since the beginning of service. As a result, this Amendment reflects the entry-level Investigative Technician position in the Level of Service section.

In addition to the augmented staffing level, the proposed Amendment redefines the Agreement's "Scope of Service" to more accurately reflect the service requirements and implement a response-time performance standard.

Schedule A

Increase Appropriations:

10000-2500200000-510040	Regular Salaries	\$20,351
10000-2500200000-518100	Budgeted Benefits	8,240
10000-2500200000-572000	Intrafund Transfer-DPSS	<\$28,591>
	Net Adjustment	-0-

