

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

608



**FROM:** Bob Doyle, Sheriff-Coroner-PA

**SUBMITTAL DATE:**  
12/18/06

**SUBJECT:** Approval of Additional Positions for the Sheriff's Provision of Records Check Services to the County Department of Public Social Services and the Adoption of Resolution 440- 8716.

**RECOMMENDED MOTION:** Move that the Board of Supervisors:

1. Amend Ordinance No. 440 pursuant to Resolution 440- 8716 submitted herewith. Per the Resolution add the following positions:

Ord. 440	Class Code	+/-	Class Title	Salary Plan	Grade	Salary
2500200000	13866	+1	Office Assistant III	UPE	249	\$25,413-\$33,112
2500200000	37570	+2	Investigative Tech. I	UPE	431	\$34,018-\$44,353

2. Approve and direct the Auditor-Controller to make the budget adjustments on the attached Schedule A.

**BACKGROUND:** In 2001, the Sheriff's Department, pursuant to contract with the Department of Public Social Services, started providing records check services for adoptions, foster care applicants, relative placements, Child Protective Services investigations and child care. The Sheriff's Department contract responsibilities include receiving, tracking, and interpretation of Livescan reports from the Automated Fingerprint Identification System along with Livescan operator training. Sheriff's personnel will produce Genesis reports, Child Abuse Central Index reports, and California Law Enforcement Telecommunications System reports.

BR 07-056

*Janis K Conklyn for*  
Bob Doyle, Sheriff-Coroner-PA

FINANCIAL DATA	Current F.Y. Total Cost:	\$45,778	In Current Year Budget:	No
	Current F.Y. Net County Cost:	0	Budget Adjustment:	Yes
	Annual Net County Cost:	0	For Fiscal Year:	FY 2006-07

<b>SOURCE OF FUNDS: 50% Federal, 35% State &amp; DPSS County Funds</b>	Positions To Be Deleted Per A-30	<input checked="" type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION: APPROVE**

*Lisa Brandt*

**County Executive Office Signature**

FISCAL PROCEDURES APPROVED  
 ROBERT E. BYRD, Auditor-Controller  
 Approved by Ronald W. Komers  
 Asst. County Executive Officer/  
 Human Resources Director  
 BY *Lisa Brandt*  
 Departmental Concurrence Deputy

Dept's Recomm.:  Consent  Policy  Policy  
 Per Exec. Ofc.:  Consent  Policy

5001 WVB - J WH 11:52  
13 FEB 18 AM 8 P2  
AUDITOR-CONTROLLER  
RIVERSIDE COUNTY

**Prev. Agn. Ref.: 02/06/01 3.28 | District: All | Agenda Number:**

**3.37**

Approval of Additional Positions for the DPSS Records Check Services

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Sheriff's staff also provides general administrative functions: completing monthly statistical reports, developing information databases, communicating with program staff through designated department liaisons and after-hours services.

During the last year, the Departments have discussed demands on the current staffing level due to the increase in the overall amount of records checks requested and especially those requests defined as "Rush" (record information is requested with a 1-2 hour turnaround) and "Priority" (record information is requested in a timeframe not to exceed 24 hours). The Departments have come to an agreement on additional staff to meet the demands of the current and projected workload. Therefore, the Sheriff is adding an Office Assistant III and two Investigative Technician I positions. With this addition, the staffing for this service is comprised of: 1 Sergeant, 5 Investigative Technician I,s, 4.09 Office Assistant III's and 4 Office Assistant II's.

The current fiscal year expense estimate shown on the Form 11 cover page assumes all additional staffing is in place by March 29, 2007.



Schedule A

Increase Appropriations:

10000-2500200000-510040	Regular Salaries	\$30,337
10000-2500200000-518100	Budgeted Benefits	15,441
10000-2500200000-572000	Intrafund – DPSS	<\$45,778>
	Total	<u>0</u>