

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

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**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
October 27, 2008

**SUBJECT:** Classification and compensation recommendations for the Sheriff's Department and amend Ordinance 440 pursuant to Resolution No. 440-8795 submitted herewith.

**RECOMMENDED MOTION:** That the Board approve the recommendation in the attached Resolution No. 440-8795.

**BACKGROUND:** The Sheriff's Department, as a major California law enforcement agency, has a significant obligation to the County to project the finest professional image and disseminate relevant information to the public as well as accomplish its mission to protect and serve the public. To assure the former, the Sheriff requests the establishment of a Sheriff's Legislative Assistant classification.

*[Handwritten Signature]*

Ronald W. Komers  
Asst. County Executive Officer/Human Resources Dir.

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2008/09

<b>SOURCE OF FUNDS: N/A</b>	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

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

BY: *[Handwritten Signature]*  
Elizabeth J. Olson

**County Executive Office Signature**

- Policy
- Policy
- Consent
- Consent

Dept Recomm.:  
Per Exec. Ofc.:

**Prev. Agn. Ref.:** | **District:** | **Agenda Number:**

**3.31**

**BACKGROUND continued:**

**CLASSIFICATION ADDITION: SHERIFF**

Sheriff's Legislative Assistant: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MC2 101 (\$58,939 – \$104,764). The Sheriff's Legislative Assistant will serve as a liaison and representative for the Sheriff at a variety of meetings and conferences, promoting various programs and explaining decisions, recommendations and findings of the Sheriff's Department. In addition to serving as a liaison, the classification will also be responsible for analyzing and evaluating law enforcement policies and decisions, new legislation and public safety policies. This class will be designated At-Will in accordance with the provision of the County Management Resolution and serves at the pleasure of the Sheriff/Coroner/Public Administrator. Since this request is only to add the classification, there is no cost impact. The class specification is attached.

1 RESOLUTION NO. 440-8795

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on \_\_\_\_\_, 2008, that pursuant to Section 4.C. of  
5 Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to  
6 amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period  
7 following approval, as follows:

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<u>Job</u>		<u>Class Title</u>	<u>Salary</u>
<u>Code</u>	<u>+/-</u>		<u>Plan/Grade</u>
9 74548	+	Sheriff's Legislative Assistant	MC2 101

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13 BE IT FURTHER RESOLVED that pursuant to Section 4.C.(2) of Ordinance No. 440, is  
14 authorized to add the following classification(s) to Appendix II, operative the beginning of the pay period  
15 following approval, as follows:

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<u>Job</u>		<u>Class Title</u>	
<u>Code</u>	<u>+/-</u>		
17 74548	+	Sheriff's Legislative Assistant	

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## SHERIFF'S LEGISLATIVE ASSISTANT

Class Code: 74548

COUNTY OF RIVERSIDE  
Established Date: Nov 6, 2008  
Revision Date: Nov 6, 2008

### SALARY RANGE

\$28.34 - \$50.37 Hourly  
\$4,911.59 - \$8,730.30 Monthly  
\$58,939.09 - \$104,763.57 Annually

### CLASS CONCEPT:

Under general supervision, to perform complex analytical, public relations and office management work for the Sheriff/Coroner/Public Administrator; and to perform other work as required.

The Sheriff's Legislative Assistant reports to the Sheriff/Coroner/Public Administrator and performs the full range of complex, legislative analysis and public relations duties for the department. This class is characterized by the responsibility to organize and supervise the Office of the Sheriff/Coroner/Public Administrator. This class also serves as liaison between the Sheriff/Coroner/Public Administrator and other governmental agencies and organizations in which the Sheriff has membership or interests. This work may require frequent public speaking responsibilities which require the exercise of the highest level of judgment and tact to appropriately deal with sensitive and confidential information. Other responsibilities include obtaining, researching and disseminating publication and source materials dealing with State and federal administrative, legislative and political activities that impact the Riverside County Sheriff's Department.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (2), (5) or (6) of the County Management Resolution and serves at the pleasure of the Sheriff/Coroner/Public Administrator.

REPRESENTATION UNIT: Management

### EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Serves as liaison and represents the Sheriff at a variety of meetings, gatherings and conferences; attends and speaks publicly at meetings of local government agencies, commissions and organizations to promote the support of Sheriff's programs or presents decisions, recommendations and findings of the Sheriff/Coroner/Public Administrator; coordinates with the Riverside County Law Enforcement Administrators Association, Riverside County Chiefs of Police, California State Sheriff's Association, California Chiefs of Police, and the International Association of Chiefs of Police on matters of public safety policy and legislation.
- Conducts legislative research and analyzes law enforcement policies and decisions, and issues of other government agencies that have potential impact on the Sheriff's Department; researches law and professional literature; prepares reports and provides interpretations or communicates background information to the Sheriff/Coroner/Public Administrator regarding legislation that affects or may affect Sheriff's Department programs and responsibilities.

- Interacts and serves as liaison with officials of other government agencies, County departments, members of Sheriff's commissions and organizations to expedite activities involving the interest of the Sheriff's Department.
- Confers with and assists the Sheriff/Coroner/Public Administrator and the Sheriff's Executive Team in identifying funding sources for new County services.
- Organizes and supervises the operation of the Sheriff's office; prepares letters and reports for the Sheriff/Coroner/Public Administrator's approval and signature.
- Assists in coordinating events within the Sheriff's Department; plans, organizes and executes special events for the Sheriff's Department as directed.
- Maintains electronic communications when the Sheriff travels in furtherance of Department operations.
- Conveys instructions by the Sheriff to the appropriate responsible division of the Department and chain of command as directed.

**RECRUITING GUIDELINES:**

The minimum qualifications, skills, knowledge and abilities are determined by the Sheriff/Coroner/Public Administrator.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)