

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
BOARD ACTION SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA #: \*B-1

AGENDA DATE: January 24, 2017

**SUBJECT:**

Approval to Amend the Salary and Position Allocation Resolution to Include a New Job Classification of Forensic Computer Examiner and Add One New Position to the Sheriff's Position Allocation Effective the First Pay Period Following Board Approval

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**BOARD ACTION AS FOLLOWS:**

No. 2017-25

On motion of Supervisor Monteith , Seconded by Supervisor Withrow  
and approved by the following vote,

Ayes: Supervisors: Olsen, Withrow, Monteith, DeMartini, and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None


1)  Approved as recommended

2)  Denied

3)  Approved as amended

4)  Other:

MOTION:

ATTEST:   
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
AGENDA ITEM**

DEPT: Chief Executive Office  
Urgent  Routine

BOARD AGENDA #: \*B-1

AGENDA DATE: January 24, 2017

CEO CONCURRENCE: *phc*

4/5 Vote Required: Yes  No

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**SUBJECT:**

Approval to Amend the Salary and Position Allocation Resolution to Include a New Job Classification of Forensic Computer Examiner and Add One New Position to the Sheriff's Position Allocation Effective the First Pay Period Following Board Approval

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**STAFF RECOMMENDATIONS:**

1. Amend the Salary and Position Allocation to include a new job classification of Forensic Computer Examiner effective the first pay period following Board approval.
2. Add one (1) new Forensic Computer Examiner position to the Sheriff's Department Operations Division budget effective the first pay period following Board approval.

**DISCUSSION:**

In the 2016-2017 Adopted Final Budget, the Board of Supervisors approved \$3,744,000 in Phase II Public Safety Restoration (PSR) funding for the Sheriff's Department. The Board approved an additional \$1 million to accelerate Phase III to begin six months ahead of schedule on January 1, 2017, of which the Sheriff's Department received \$623,960.

The Sheriff's request for accelerated Phase III PSR funding included the addition of one Deputy Sheriff, one Administrative Clerk III, three Sergeants, four Community Services Officers, one Crime Analyst Technician, one Confidential Assistant III and one Manager II. In addition to these requests, the Department has recognized a need for a full-time position to provide forensic analysis of electronic media to support law enforcement investigations. An existing classification that would satisfy these needs was not found. A tentative classification of Staff Services Coordinator was identified in the 2016-2017 First Quarter Financial Report, noting that the Department would work with the Chief Executive Office and return to the Board with a recommendation in the 2016-2017 Mid-Year Financial Report once the appropriate classification was determined. A classification study has resulted in the recommendation for a Forensic Computer Examiner position and is being presented ahead of the Mid-Year Financial Report in order to establish the new classification immediately and initiate the recruitment process.

The new Forensic Computer Examiner position would cover investigations of all devices capable of storing digital data. Investigation of material found in digital devices, often in relation to computer crime, is occurring daily in Stanislaus County. The typical forensic process encompasses the seizure, forensic imaging (acquisition) and analysis of digital media, and the production of a report into collected evidence. This takes an extraordinary amount of time and requires specialized expertise. Homicides are time-sensitive and the first 48 hours in

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an investigation are crucial in the ability to track down suspects and move forward with prosecution. By providing the Sheriff's Department with a specialized Forensic Computer Examiner on staff, the examiner would be able to work side-by-side with homicide detectives and procure necessary evidence to bring justice for victims' families.

The Department currently contracts out for forensic examination services, but limits the use of these services due to cost constraints. This leaves many items in evidence unexamined, affecting the number of cases investigated and ultimately solved. Locating a Forensic Computer Examiner at the Sheriff's Department has cost savings potential by eliminating the need to outsource this service while increasing the number of examinations performed. All computer examinations will be performed in-house by one highly trained and qualified person, allowing the Sheriff's Department to solve more cases in support of public safety.

A classification study has been completed by the Chief Executive Office Human Resources Division, and it is recommended to add a new classification of Forensic Computer Examiner to the County's Position Allocation Resolution. This non-exempt position will be assigned to the Technical Services Bargaining Unit (B), represented by the American Federation of State, County and Municipal Employees (AFSCME) Local 10. The pay range for this new classification will range from \$5,028.40 to \$6,111.73 per month. It is further recommended to add one new Forensic Computer Examiner position in the Sheriff's Office Operations Division budget to support Phase III Public Safety Restoration.

**POLICY ISSUE:**

Any changes to the Salary and Position Allocation Resolution must be approved by the Board of Supervisors.

**FISCAL IMPACT:**

Funding for this position was approved in the Fiscal Year 2016-2017 First Quarter Financial Report as part of the acceleration of Phase III Public Safety Restoration, effective January 1, 2017. The estimated cost for the Forensic Computer Examiner, projected at Step One, for the remainder of this fiscal year is estimated at \$45,520.

<b>Cost of recommended action:</b>		\$ 45,520
<b>Source(s) of Funding:</b>		
Accelerated Phase III Public Safety Restoration Funds	45,520	
<b>Funding Total:</b>		\$ 45,520
<b>Net Cost to County General Fund</b>		\$ -

<b>Fiscal Year:</b>	2016-2017
<b>Budget Adjustment/Appropriations needed:</b>	No

**Fund Balance as of** N/A

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**BOARD OF SUPERVISORS' PRIORITY:**

The recommended action supports the Board of Supervisors priority of A Safe Community through the efficient use of allocated staff for the investigation of crimes.

**STAFFING IMPACT:**

It is recommended to add a new job classification of Forensic Computer Examiner to the County's Salary and Position Allocation Resolution and to add one (1) new Forensic Computer Examiner position to the Sheriff's Department position allocation effective the first pay period following Board approval. This position will be placed in the Sheriff's Operations Division.

**CONTACT PERSON:**

Tamara Thomas, Interim Human Resources Director, (209) 525-6333

**ATTACHMENT(S):**

None