



Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 19-0021 **Contact:** Marc Fox, 784-2552
Agenda date: 10/9/2019 **Final action:**
Title: Amend the Custody Sergeant and Custody Lieutenant class specifications.

Governing body: Civil Service Commission

District:

Attachments: 1. Attachment A - Current Custody Sergeant, 2. Attachment B - Proposed Custody Sergeant, 3. Attachment C - Custody Sergeant - Add Delete, 4. Attachment D - Current Custody Lieutenant, 5. Attachment E - Proposed Custody Lieutenant, 6. Attachment F - Custody Lieutenant - Add Delete

| Date | Ver. | Action By | Action | Result |
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HUMAN RESOURCES' RECOMMENDATION:

The Human Resource Department recommends that the Civil Service Commission approve amendments to the Custody Sergeant and Custody Lieutenant classification specifications.

SUMMARY:

The County proposes amendments to the Custody Sergeant and Custody Lieutenant classification specifications. Revisions were made regarding job duties to ensure duties are up-to-date and accurate to those performed in these classifications. Revisions to the minimum experience requirements for Custody Sergeant reflect the need for time to learn several different assignments as a Correctional Officer before promoting to Custody Sergeant. The format and language have been updated to the standard format and language for classification specifications.

DISCUSSION:

The County and the Correctional Supervisors Unit, represented by the Teamsters Union, Local 856, agreed to conduct a classification study of Custody Sergeant and Custody Lieutenant. A review committee, including representatives from both classifications, selected the consulting firm, and reviewed the study methodology and recommendations.

There have been some revisions to the duties and responsibilities to bring these current, and to the knowledge, skills and abilities required to perform the work. Revisions to the minimum experience requirements for Custody Sergeant reflect the need for time to learn several different assignments as a Correctional Officer before promoting to Custody Sergeant. The classifications were updated to include standard formatting and language to the current classification specification formatting and standard language.

Attached are copies of the current classifications, the add/delete versions, and proposed classification specifications.

ALTERNATIVES:

The Civil Service Commission could elect not to approve the proposed class specification amendments. However, this is not recommended as the County and the Union agreed to conduct the classification study and have come to agreement on the amendments to the classification specifications.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with staff from the Sheriff's Office in revising the class specifications. On July 25, 2019, the County notified the Teamsters, Local 856 of the County's intent to modify the existing classification specifications. The Union responded that they did not wish to meet and confer.