



Agenda Submittal

Agenda #: 1
Type: CSC-Documents
File #: CSC 17-0013
Agenda date: 4/12/2017
Title: Request to amend the Sheriff's Security Officer classification specification

Status: Agenda Ready
Department: Civil Service Commission
Contact: Marc Fox, 784-2552
Final action:

Governing body: Civil Service Commission

District:

Attachments: 1. Sheriff's Security Officer Revised, 2. Sheriff's Security Officer Add-Delete

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

The Department of Human Resources (Human Resources) recommends the Civil Service Commission amend the classification specification of Sheriff's Security Officer.

SUMMARY:

The Sheriff's Security Officer is unique to the Sheriff's Office. The amendments to the class specifications are being proposed to update language and formatting in the classifications series for the purpose of consistency, and to change the timeframe in which applicants have to obtain the Penal Code (PC) 832 (arrest and firearms) certificates, will expand the number of applicants who meet the minimum requirements.

DISCUSSION:

The classification specification of Sheriff's Security Officer was established in October 2004 and was last revised in March 2014. The department uses the Sheriff's Security Officer to provide security and guarding of County property and properties of public agencies contracting Sheriff's Office security services against fire, theft, vandalism, and trespassing.

In March 2014, the Commission approved amendments to the classification specification which included the change from the PC 832 (arrest and firearms) being required at time of employment application to possession at the time of appointment. Although the change made allowed applicants additional time to obtain the PC 832 certification, we believe we are losing otherwise qualified candidates, thus hampering the ability to recruit and fill these vital positions. In order to address this, the Sheriff requested to revise the minimum qualifications to allow for completion of the necessary training to obtain the PC 832 certification within six (6) months of appointment.

ALTERNATIVES:

The Civil Service Commission could elect not to approve the proposed class specification amendments; however, this is not recommended as the Sheriff's Office has requested this classification specification be updated to allow more qualified candidates into the process by changing when an applicant must possess the required certificates.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with the staff of the Sheriff's Office in revising the class specification. On January 30, 2017, SEIU, the exclusive representative for this class, was provided the opportunity to meet and confer; however, on February 14, 2017 they stated they did not have any objections to the changes and did not request to meet and confer.