



COMMISSIONERS COURT COMMUNICATION

AGENDA DATE: 12/12/2011

CONSENT OR REGULAR: Consent

CONTRACT REFERENCE NO
(IF APPLICABLE): _____

SUBJECT: Approve the committee's recommendation to approve Request #12-008 effective 01/01/2012 for a reorganization for the Sheriff's Office to include deleting two frozen Lieutenant positions, eliminating one vacant AMVA Technician position (pay grade 8NE), adding one Chief Deputy position to SHERIFFLAW, reinstate the Training Director position (pay grade 6E), and reclassifying all future vacant Commander vacancies from the Assistant Chief pay grade to the previous Commander pay grade. The Auditor has analyzed the requests and the current budget of the Sheriff and finds that these changes can be made within existing budget allocations and without any additional impact to the general fund.

BACKGROUND/DISCUSSION OF TOPIC:

On October 3, 2011, Commissioners Court implemented a process for a committee to serve as a Personnel Staffing Review Committee to assess the current staffing table and review requests from departments to modify or add staffing levels. The Committee may be tasked to review additional staffing related matters as well. The Committee provides recommendations to Commissioners Court on the matters it reviews.

On November 14 and November 28, 2011, the Committee reviewed the requests presented by Sheriff Richard Wiles. On November 14, 2011, Sheriff Wiles explained that the Chief Deputy position is currently responsible for overseeing both jail facilities and law enforcement operations, which results in one person being spread too thin. He would like to add another Chief Deputy position so that one can focus on detention and one can focus on law enforcement operations. This will assist him with preparing and filling a vacant housing unit in one of the detention facilities that will generate additional revenue for the County. This will result in future Commander positions not reporting directly to the Sheriff and reduce the overall level of responsibility for the position back to the previous Commander level. Therefore, all future Commander positions will be hired at the previous Commander pay grade (\$87,075, entry) versus the Asst. Deputy Chief grade (\$100,803, entry) they are currently paid. Sheriff Wiles also needs to reinstate the Training Director position he previously had at the academy to alleviate the need to place a ranked uniformed person in the position. To offset the expense of the proposed positions, Sheriff Wiles will eliminate the following three positions: one vacant AMVA Technician positions, the frozen LIEUTENANT position paid from SHERIFFDETEN, and the frozen LIEUTENANT position paid from SHERIFFLAW.

(Continued on next page.)

SUBMITTED BY: Betsy C. Keller, SPHR
Director of Human Resources

FISCAL IMPACT:

The budget impact of the reorganization is \$121,603, plus fringe benefit costs. However, this does remove two additional positions that are frozen on the staffing table, which would result in the elimination of \$141,615, plus fringe benefit costs from the list of unfunded frozen positions. Most importantly, the County Auditor has analyzed the fiscal impact of the proposed changes and believes the additional expenses can be absorbed within the Sheriff's allocated budget due to normal attrition.

INDEX	POSITION TITLE	DESCRIPTION	ANNUAL SALARY	GRADE	DISPOSITION
SHERIFFLAW	CHIEF DEPUTY SHERIFF	NEW POSITION	114,480		NEW POSITION
SHERIFFACADT	CIVILIAN TRAINING DIRECTOR	REINSTATE PREVIOUS POSITION	62,407	6E	NEW POSITION
			176,887		
SHERIFFLAW	AMVA TECHNICIAN (SO)	V A C A N T	(30,666)	08 NE	ELIMINATE POSITION
SHERIFFLAW	COMMANDER REDUCTION IN PAY FOR UPCOMING VACANCY		(24,619)		
			(55,285)		
SHERIFFDETEN	DETENTION LIEUTENANT	V A C A N T	68,953		*ALREADY FROZEN
SHERIFFLAW	LIEUTENANT	V A C A N T	72,662		*ALREADY FROZEN
			0		
		BUDGET IMPACT	121,603		

RECOMMENDATION:

Based on the information presented the committee's recommendation is to approve Request #12-008 effective 01/01/2012 for a reorganization for the Sheriff's Office to include deleting two frozen Lieutenant positions, eliminating one vacant AMVA Technician position, adding one Chief Deputy position to SHERIFFLAW, reinstate the Training Director position, and reclassifying all future vacant Commander vacancies from the Assistant Chief pay grade to the previous Commander pay grade. The Auditor has analyzed the requests and the current budget of the Sheriff and finds that these changes can be made within existing budget allocations and without any additional impact to the general fund.

EL PASO COUNTY
HIRING FREEZE & PERSONNEL STAFFING REVIEW COMMITTEE POLICY
Effective 10/03/2011

1. Hiring Freeze

The County of El Paso has followed a 6 week hiring freeze for positions that become vacant for many years. Commissioners Court wants to assure minimal impact to services to citizens, while being fiscally responsible, so hereby implements the following amended policy.

Applicability of Hiring Freeze:

The 6 week hiring freeze will apply to positions that become vacant in all departments. Of those departments that the authority of the policy is in question, the Court asks for voluntary participation in the spirit of fiscal responsibility for the County budget and the community.

The 6 week waiting period begins on the day after the final day the employee is employed by the County.

Certain positions are exempted from the 6 week waiting period. Positions automatically exempted are:

- those that are statutorily required where only 1 position exists in the department to perform the function to only include bailiff, court coordinator, and court reporter;
- positions covered under a collective bargaining agreement;
- positions 100% funded with special revenues (e.g. Roads & Bridges and Law Library);
- positions 100% funded with grant funds;
- previously allocated seasonal positions necessary to meet minimum staffing requirements (e.g. lifeguards and parks maintenance workers);
- positions that originally met the 6 weeks waiting period and then become vacant within 6 months from that date; and
- positions that are filled with hires who are already County employees.

Newly elected officials or those appointed to elected positions who replace unfrozen budgeted positions that are exempt under law or the Civil Service rules or exempted by the Civil Service Commission under Section 2.00(b) of the Civil Service Rules from civil service when the new officials take office, are not required to go through the hiring freeze waiver process the first time they replace the unfrozen positions.

Committee to Review Requests for Hiring Freeze Exceptions

A five member committee organized by the Human Resources Director to review requests for exceptions from the 6 week hiring freeze and other personnel related exceptions during the time this freeze is in effect will be created.

Members of the committee will include representatives from the following:

- Two representatives from Commissioners Court
- County Auditor's office
- County Attorney's office (non-voting, legal advisor member)
- Human Resources Department

The committee will review requests for exception to the 6 week hiring freeze as soon as reasonable after requests are presented.

Guidelines for Requests for Exceptions:

Requests for exceptions will be submitted to the committee through the HR department on the Exception Request Form. The request must address any of the following criteria if applicable:

- Position functions that are critical to the health, welfare, and safety of the public in general;
- Position functions that are critical to revenue generation for the County;
- Position functions that are critical to the care and safety (direct care) for persons that are in legal custody of the County or when a direct service is involved;
- Positions and functions that are part of a caseload staffing requirement that are typically established through statute, licensing, certification, or accreditation requirements;
- Position functions that would create a disruption to an essential County function if not filled immediately;
- Positions and functions where there is a legal liability for failure to perform the service;
- How the current responsibilities are being managed;
- Why they cannot continue being managed in this way for the 6 week period;
- The consequences of not filling the position immediately;
- The cost impact of filling the position early.

The committee will review whether the position meets the criteria described herein and if the situation warrants the exception. Exceptions approved by majority of the committee will be placed on the next available Commissioners' Court agenda for final approval.

2. Personnel Staffing Review Committee

The Hiring Freeze Committee members will serve as a Personnel Staffing Review Committee to assess the current staffing table and review requests from departments to modify or add staffing levels. The Committee may be tasked to review additional staffing related matters as well. The Committee would provide recommendations to Commissioners Court on the matters it reviews.

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