



## COMMISSIONERS COURT COMMUNICATION

AGENDA DATE: 06/11/2012

CONSENT OR REGULAR: Consent

CONTRACT REFERENCE  
NO (IF APPLICABLE): N/A.

### **SUBJECT:**

Approve the recommendation from the El Paso County Hiring Freeze Committee & Personnel Staffing Review Committee regarding Request #2012-029 to increase the weekly allotted work hours of 4 Latent Print Examiner's (G20) from 21.5 to 29 hours paid using funds generated from fingerprint fees for a budget impact of \$8,708 for FY2012. Continued funding of the additional work hours beyond the fiscal year is contingent upon a revenue report for the June through August 31, 2012 collections.

### **BACKGROUND/DISCUSSION OF TOPIC:**

On October 3, 2011, Commissioners Court adopted the hiring freeze & personnel staffing review policy for FY2012. The policy provides for the committee to review personnel staffing requests from departments.

The committee reviewed Request #2012-029 from the Sheriff's Office regarding increasing the weekly allotted work hours for four Latent Print Examiners.

In September 2011, the Latent Print Examiner's Section was authorized to be staffed at a part-time level to provide logistical support service for both the Forensics Sections and other investigative entities of the County of El Paso. At the same time, an increase in the fee for fingerprinting was approved; these positions are funded using monies collected from the fingerprinting fees. Since this has been implemented, there has been an increase in the number of calls for service for the Latent Print Examiners due to the quick turnaround this section provides. The department is asking to use the increase in revenue (72% from January–May 2012 as compared to the same period last year) to increase the hours of the Examiners to the maximum of 29 per week. The additional work hours will provide a better turnaround time for detectives to receive the results of any processed latent print work, which would then aid in resolving pending cases in a more efficient and effective manner. The additional work hours will also assist with the completion of the reclassification of ten print fingerprint cards into a new cataloging system. Staff from Human Resources Department reviewed the request and found the request to be reasonable, but the Staffing Review Committee would like to see how the increase in fees and work additional hours would affect the revenue stream and thus would like to see a report for the time period of June through August 31, 2012. Continued funding of the additional work hours beyond the fiscal year is contingent upon this revenue report. It is predicted by the department that revenue generation will increase if the Examiners are given 7.5 hours more per position.

Additionally, staff from the County Auditor's Office confirmed that by granting the additional hours, there is a budget impact of \$8,708. The funding for these additional hours would come from the revenue generated from the increased fees collected from fingerprinting services. The committee's legal advisor found no legal issues with this request. The justification was reviewed by members of the committee as well. The committee recommends approving the waiver based on the circumstances and the information provided.

Attachments: 1) Budget Impact Spreadsheet

**FISCAL IMPACT:**

FY 2012 = \$8,708 (General Fund)

**RECOMMENDATION:**

Approve the committee's recommendation to approve Request 2012-029 to increase the Latent Print Examiner's (G20) weekly allotted work hours from 21.5 to 29 hours paid using funds generated from recently increased fingerprint fees for a budget impact of \$4355 for FY2012. Continued funding of the additional work hours beyond the fiscal year is contingent upon a revenue report for the June through August 31, 2012 collections.

<b>SUBMITTED BY:</b>	Betsy C. Keller, SPHR Director of Human Resources	Contact information: <a href="mailto:humanresources@epcounty.com">humanresources@epcounty.com</a> phone: 915-546-2218
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**Budget Impact Form**  
**Fiscal Year 2012 Personnel Requests**  
**Proposed to Commissioners Court**

Date: 6/5/12  
Analyst: Gaby Ferro

Department: Sheriff Law-  
Enforcement  
Index: SHERIFFLAW

Type of Expenditure	Detail	2012 Impact from Effective Date 7 pp	2012 Full Year Impact	To: 58 hours	From: 43 hours
<b>Personnel:</b>					
Salaries - part time	Impact on increasing hours for the Latent Print Examiners, effective June 11, 2012	1,780	\$6,611	\$25,561	\$18,950
Social security/Medicare	Multiply by <b>7.65%</b>	136	505	1,955	1,450
Retirement	Multiply by <b>13.85% for FY2012</b>	246	915	3,540	2,625
Insurance-life	\$.96 per person ppp (Full-Time Perm only)- \$25 average per year	-	-	-	-
Insurance-health	\$173.08 avg per person ppp (Full-Time Perm only)- \$4,500 average per year	-	-	-	-
Insurance-workers comp	Multiply by appropriate % (Varies by position) <b>.0047</b>	8	31	120	89
Insurance-unemployment	Multiply by <b>0.38%</b> for FY2011	7	25	97	72
<i>Total Personnel</i>		<u>\$2,177</u>	<u>\$8,087</u>	<u>\$31,273</u>	<u>\$23,186</u>

For four employees:

<b>\$8,708</b>	\$32,348	\$125,094	\$92,746
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