

County of Orange
FY 2019-20 First Quarter Budget Report
November 19, 2019

Sheriff's Special Officer Series

Positions assigned to the Sheriff's Special Officer (SSO) classifications perform routine duties in County Jail facilities, and fixed post or patrol assignment at various County facilities, including John Wayne Airport and OC Superior Court facilities. Incumbents provide for the security of persons and property, detect violations of County, City, State and Federal laws and ordinances, issue citations for infractions and selected County ordinance violations, and may arrest a person without a warrant for misdemeanor violations. Incumbents have access to assistance and supervisory direction in person or via radio and telephone, as governed by written departmental policy. Spontaneous interpretations, problem solving and decision-making are requirements of the positions. Sheriff Special Officers also carry a firearm, baton and other safety equipment as authorized by the Sheriff's Department.

Historically, the Sheriff's Department relied on accessing candidates from the Deputy Sheriff Trainee recruitment to fill SSO vacancies at the entry level (Sheriff's Special Officer I or SSO I). Additionally, since its inception, the class of Sheriff's Correctional Services Assistant (SCSA) has served as a feeder class to the SSO series by way of a Departmental SSO recruitment and implementation of an SCSA to SSO transition course. SCSA's work in securing guard stations within a Correctional Facility or Court Detention Area and the SSO transition course prepare internal SCSA candidates to transition to an armed field assignment as an SSO I. Upon successful completion of the SSO transition course, SCSA employees must accept a voluntary reduction to the entry-level class of SSO I, and a pay reduction for incumbents above Step 3 of the SCSA salary schedule as the SSO I salary schedule (A1-43) is nine pay grades lower than the SCSA salary schedule (A1-52). As a result, the Department is finding it increasingly difficult to attract SCSAs to transition to the class of SSO I.

| Title Description | Maximum Monthly Pay |
|---|----------------------------|
| Sheriff's Special Officer I | \$4,363 |
| Sheriff's Correctional Services Assistant | \$5,550 |

An SSO market study was not performed, as the Department proposes to change the SSO I salary schedule to A1-52, in alignment with the class of SCSA, an internal comparable position.

In conjunction with the SSO I salary grade change, minimum qualifications regarding education and experience for the SSO II class will be modified to reflect the following:

- add that the class of SCSA may substitute up to one year of experience as an SSO I on a month-for-month basis (e.g. 12-months experience as a SCSA may substitute for up to 12-months experience as an SSO I)

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- change the rate at which experience as a Correctional Services Technician (CST) may substitute for, from up to one year experience as an SSO I to a month-for-month basis (e.g. 12-months experience as a CST may substitute for up to 12-months experience as an SSO I)

| Current | | | Proposed | | |
|------------|-----------------------------|--|------------|-----------------------------|----------------------------|
| Title Code | Title Description | Pay Grade & Monthly Range | Title Code | Title Description | Pay Grade & Monthly Range |
| 6109SO | Sheriff's Special Officer I | A1-43 \$3,831 (Step 7) - \$4,363 | 6109SO | Sheriff's Special Officer I | A1-52 \$4,144 - \$5,550 |

Revising the SSO I salary grade to A1-52 eliminates the need for qualified internal SCSA candidates to take a reduction in classification and pay. Doing so allows candidates to enter a classification series with greater responsibility and the change in pay is expected to bolster public SSO recruitment efforts.

Modifying the SSO II class specification, to allow for up to one year of service as a SCSA to substitute for up to one year of experience as an SSO I, takes into account that both classifications have the same salary grade. There is no change in salary when transitioning from the class of SCSA to the class of SSO I.

Modifying the SSO II class specification, to change the rate at which experience as a CST may substitute for SSO I experience, provides for a consistent application of the minimum experience requirements across the CST and SCSA classifications.

The following table provides a position summary following approval of the proposed classification changes:

| Current | | Proposed | | % Change (Top Step) |
|------------|-----------------------------|------------|-----------------------------|---------------------|
| Incumbents | Title Description | Incumbents | Title Description | |
| 28 | Sheriff's Special Officer I | 28 | Sheriff's Special Officer I | 27.2% |

SSO positions are budgeted at the SSO II level, with the exception of a single position budgeted at the SSO III level. All SSO positions are underfilled at the SSO I level. Once SSO I incumbents meet the two-year minimum qualifications experience requirement, they are promoted to the class of SSO II.

Additionally, the Department requests adjusting the salaries of 20 SSO II incumbents to maintain internal salary equity and avoid salary compression with the SSO I incumbents subject to the pay grade adjustment (see side letter attached after the SSO I class specification).

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The Sheriff-Coroner Department will attempt to absorb the approximate \$771,905 annual cost of implementing the proposed changes as follows:

| Classification Title | Approximate Annual Cost | Funding Source | Approximate Net County Cost* |
|------------------------------|--------------------------------|--------------------------------------|-------------------------------------|
| Sheriff's Special Officer I | \$470,955 | 39% Charges for Services; 61% NCC | \$288,879 |
| Sheriff's Special Officer II | \$300,950 | 55% Charges for Services; 45% NCC | \$135,232 |
| Total | \$771,905 | | \$424,111 |

* May not foot due to rounding.