



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
County Manager



**Date:** October 31, 2013  
**Board Meeting Date:** January 7, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** John L. Maltbie, County Manager  
Greg Munks, Sheriff

**Subject:** Management Analyst III Position

**RECOMMENDATION:**

- A) Introduction of an ordinance amending the Master Salary Ordinance to add one Unclassified Management Analyst III position in the County Manager's Office and waiver of reading the ordinance in its entirety.
- B) Resolution authorizing an Appropriation Transfer Request in the amount of \$147,616 from various accounts to salary and benefits for FY 2013-14 (4/5ths vote required).

**BACKGROUND:**

Each year, an average of 300+ bills impacting Sheriff's Office operations and policies are introduced in Sacramento. Since the advent of public safety realignment, legislation has become more complicated and implications for local Sheriffs are more significant. In the last legislative session alone, bills regarding public safety realignment, immigration, homelessness, program credits for local jail inmates, mental health treatment in county jails and a large number of initiatives relating to firearms control were introduced. The California State Sheriff's Association (CSSA) monitors legislation and lobbies on behalf of local Sheriffs and Counties on some legislation. In addition, moving inmates from state prisons to local county jails continues to be discussed by the Governor and Legislature creating both problems and opportunities for counties. Finally, both state and federal funding in the area of public safety provides the County with an opportunity to secure additional monies for County programs and services.

**DISCUSSION:**

Currently, the duties of legislative analysis, individual bill support or opposition and grant writing are scattered throughout the Sheriff's Office. The Sheriff's Executive Staff, a Sheriff's Captain and a Management Analyst currently share these duties. This

arrangement is less than ideal and is not in step with what other larger Sheriff's offices in the State are doing. The creation of this Legislative Analyst position will strengthen the Sheriff's ability to effectively monitor and impact proposed legislation and respond to state and federal funding opportunities in the area of public safety. Creating this position will consolidate all legislative analysis under one person and allow for a more effective response to legislation and initiatives coming from Sacramento, as well as state and federal grant opportunities. A number of larger sheriff's offices in California already utilize a Legislative Analyst position to perform these functions.

This position will report to the Assistant County Manager with primary responsibilities for supporting the Sheriff's Office working with the CSSA on statewide legislation; interfacing with San Mateo County departments on internal issues; coordinating with the County's lobbying firms; preparing County responses to state and federal public safety grant opportunities; and assisting the Sheriff's Office in public outreach efforts. Working collaboratively with other local police departments and Sheriff's Offices, the Legislative Analyst will also participate in events and activities that benefit the local law enforcement community as directed by the San Mateo Sheriff's Office. In addition, the Legislative Analyst will assist with other public safety policy related activities as assigned by either the Sheriff's Office or County Manager's Office.

The ordinance has been reviewed and approved by County Counsel.

Approval of this ordinance will contribute to the Shared Vision 2025 outcome of a Collaborative Community by increasing outreach to local criminal justice stakeholders and improving public safety by means of improved legislative oversight and grant funding opportunities that will enable the County and the Sheriff to promulgate stronger public policy that enhances our joint vision for a safer County that emphasizes justice for all its citizens. Additionally, enhanced outreach efforts will result in a more informed citizenry that is better prepared to collaborate with local law enforcement, helping fight crime as a full partner with the Sheriff's Office, and securing public safety grant funding that will help support County programs and services.

**PERFORMANCE MEASURE:**

Measure	FY 2013-14 Projected	FY 2014-15 Projected
Number of bills analyzed	35	300

**FISCAL IMPACT:**

This action represents an annual salary and benefits cost of \$147,616. This cost will be funded 50% through a reallocation of current resources within the Sheriff's Office budget, with the remaining 50% funded by a transfer from Non-Departmental Reserves.