

TIMOTHY B. HOWARD
SHERIFF

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SHERIFF OF ERIE COUNTY

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January 3, 2011

Immediate Consideration Requested

OPEN

The Honorable
Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, New York 14202

RE: Office of the Sheriff 2011 Staffing Realignment

Honorable Members:

The attached resolution requests authorization to adjust the 2011 Budget so as to realign budgeted positions in the Sheriff and Jail Management Division. The staffing realignment will serve to facilitate the mission of the Office of the Sheriff.

No additional funding is required for this request. Funding for personnel increases contained in the resolution are offset by personnel decreases within the Sheriff's personal services spending accounts in the 2011 Budget.

Immediate consideration is requested for this item. Representatives from the Erie County Sheriff's Office will be available to answer any questions you may have. Thank you for your consideration on this matter.

Sincerely,

Timothy Howard
Erie County Sheriff

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Office of the Sheriff
Re: Office of the Sheriff 2011 Staffing Realignment
Date: January 3, 2011

SUMMARY

The attached resolution requests authorization to adjust the 2011 Budget so as to realign budgeted positions in the Sheriff and Jail Management Division. The staffing realignment will serve to facilitate the mission of the Office of the Sheriff.

FISCAL IMPLICATIONS

No additional funding is required for this request. Funding for personnel increases contained in the resolution are offset by personnel decreases within the Sheriff's personal services spending accounts in the 2011 Budget.

REASONS FOR RECOMMENDATION

The 2011 Budget eliminated various positions in the Office of the Sheriff.

BACKGROUND INFORMATION

After review of these deletions it had been determined that a more efficient staffing realignment would better serve the Office of the Sheriff in the performance of its duties. It is recommended that the following personnel adjustments be implemented in the 2011 Budget of the Sheriff.

Sheriff Division- Fund Center 115

Delete	Cost Center	Title	# of Positions	Job Group	Increase/ (Decrease)
	1151010	Administrative Coordinator-Sheriff	1	14	(85,941)
	1151010	Chief Of Internal Affairs	1	12	(51,867)
	1151010	Technical Sergeant	1	09	(59,812)
	1151020	Deputy Sheriff - Civil	1	08	(53,812)
	1151030	Warrant Records Clerk	1	05	(27,416)
	1151040	Deputy Sheriff (Reserve) PT	<u>7</u>	08	<u>(109,135)</u>
Delete Total			12		(387,983)
Add (restore deleted positions)					
	1151010	Account Clerk Typist - Civil	1	04	26,431
	1151010	Legal Stenographer (Sheriff)	1	06	40,608
	1151010	Receptionist	3	03	80,350
	1151030	Receptionist	2	03	55,505
	1151060	Receptionist	<u>1</u>	03	<u>31,140</u>
Restore Total			8		234,034

Add (restore deleted positions at lower grade)

	Exec. Assistant-Public Relations			
1151010	(job group 10 to 8)	1	8	47,923
	Secretary, Sheriff			
	(job group 8-6)	<u>1</u>	6	<u>37,336</u>
Restore at lower grade Total		2		85,259

Upgrade

	Administrative Assistant (Sheriff)			
1151010	(9-10)	1	JG 9-10	3,934
1151010	Under Sheriff (16-17)	1	JG 16-17	8,218
	Chief Of Violence Prev Edu &			
1151060	Dom Viol Pr (14-15)	<u>1</u>	JG 14-15	<u>9,177</u>
Upgrade Total		3		21,329

Budgeted funding decreases.

	Deputy Sheriff (Reserve) PT			
	Budgeted funding decrease for existing			
1151010	positions			<u>(32,491)</u>
Total Sheriff Division Increase/(Decrease)				(79,852)

Jail Management Division – Fund Center 116

Delete		# of Positions	Job Group	Increase/(Decrease)
1161010	1st Deputy Superintendent HC	1	13	(70,760)
1163020	Correction Lieutenant	<u>1</u>	11	<u>(62,872)</u>
Delete Total		2		(133,632)
Restore				
1161010	Account Clerk (Sheriff)	1	04	25,915
1161010	Receptionist	5	03	137,873
1161020	Receptionist	<u>2</u>	03	<u>49,696</u>
Restore Total		8		213,484
Total Jail Management Increase/(Decrease)				79,852

CONSEQUENCES OF NEGATIVE ACTION

Failure to approve this request will significantly hinder the operation of the Office of the Sheriff.

STEPS FOLLOWING APPROVAL

The Sheriff's Office will work with the Division of Budget and Management and the Personnel Department to implement this request.

A RESOLUTION SUBMITTED BY:
THE SHERIFF OF ERIE COUNTY

RE: Office of the Sheriff 2011 Staffing Realignment

WHEREAS, the 2011 Budget eliminated various positions in the Office of the Sheriff,
and

WHEREAS, after review of these deletions the Sheriff has determined that a more
efficient staffing realignment would better serve the Office of the Sheriff in the performance of
its duties; and

WHEREAS, any personnel increase contained in the resolution are offset by personnel
decreases within the Sheriff's personal services spending accounts in the 2011 Budget.

NOW, THEREFORE, BE IT

RESOLVED, that the following personnel transactions are hereby authorized effective
upon approval of this resolution:

<u>Sheriff Division – Fund Center 115</u>				
Cost Center	Title	# of Positions	Job Group	Increase/ (Decrease)
Delete the following positions				
1151010	Administrative Coordinator-Sheriff	1	14	(85,941)
1151010	Chief Of Internal Affairs	1	12	(51,867)
1151010	Technical Sergeant	1	09	(59,812)
1151020	Deputy Sheriff - Civil	1	08	(53,812)
1151030	Warrant Records Clerk	1	05	(27,416)
1151040	Deputy Sheriff (Reserve) PT	<u>7</u>	08	<u>(109,135)</u>
Delete Total		12		(387,983)
Add (restore deleted positions)				
1151010	Account Clerk Typist - Civil	1	04	26,431
1151010	Legal Stenographer (Sheriff)	1	06	40,608
1151010	Receptionist	3	03	80,350
1151030	Receptionist	2	03	55,505
1151060	Receptionist	<u>1</u>	03	<u>31,140</u>
Add Total		8		234,034
Add (restore deleted positions at lower grade)				
1151010	Exec. Assistant-Public Relations (JG 10 to JG 8)	1	8	47,923
	Secretary, Sheriff (JG 8 to JG 6)	<u>1</u>	6	<u>37,336</u>
Add at Lower Grade Total		2		85,259

Upgrade

	Administrative Assistant (Sheriff)			
1151010	(JG 9 to JG 10)	1	JG 9-10	3,934
1151010	Under Sheriff (JG 16 to JG 17)	1	JG 16-17	8,218
	Chief Of Violence Prev Edu &			
1151060	Dom Viol Pr (JG 14 to JG 15)	<u>1</u>	JG 14-15	<u>9,177</u>
Total Upgrade		3		21,329

Budgeted funding decrease

	Deputy Sheriff (Reserve) PT			
1151010	Budgeted funding decrease for remaining PT positions			<u>(32,491)</u>

Total Sheriff Division/Fund Ctr 115 Increase/(Decrease) (79,852)

Jail Management Division – Fund Center 116

Delete		# of	Job	
		Positions	Group	Increase/(Decrease)
1161010	1st Deputy Superintendent HC	1	13	(70,760)
1163020	Correction Lieutenant	<u>1</u>	11	<u>(62,872)</u>
Delete Total		2		(133,632)

Add (restore deleted positions)

1161010	Account Clerk (Sheriff)	1	04	25,915
1161010	Receptionist	5	03	137,873
1161020	Receptionist	<u>2</u>	03	<u>49,696</u>
Add Total		8		213,484

Total Jail Management Increase/(Decrease) 79,852

and be it further

RESOLVED, that the Erie County Legislature hereby authorizes the Director of Budget and Management to adjust funding in the 2011 Budget in order to implement this request:

2011 Budget Fund 110

Appropriation	Increase/ (Decrease)
Jail Management Division Fund Center 116	
Account 500000 Full Time Salaries	79,852
Sheriff Division Fund Center 11510	
Account 500000 Full Time Salaries	61,774
Account 500010 Part Time Salaries	<u>(141,626)</u>
Total Sheriff Division	(79,852)
Net	0

and be it further

RESOLVED, that certified copies of this resolution be sent to the Office of the Sheriff, the County Executive's Office, the Comptroller's Office, the Commissioner of Personnel, the County Attorney, and the Director of Budget and Management.