



MEMORANDUM

TO: Archuleta County Board of County Commissioners

FROM: Richard Valdez – Sheriff

SUBMISSION DATE: April 9, 2019

RE: Consideration and Approval of a salary adjustment for the Undersheriff's Position and the approval of a new Detention Sergeant position and payroll adjustment for three Admin Staff (Office Manager, Admin assistant, and records clerk).

BOCC MEETING DATE: April 16, 2019

EXECUTIVE SUMMARY/BACKGROUND INFORMATION:

With equity in mind, we are requesting a salary increase for Undersheriff Woodman. We are also requesting the re-classification of a current detention deputy position to a detention Sgt. And allocate \$5000 of the remaining funds to be divided between the Office Manager, Admin Assistant, and Records Clerk, in order to be more competitive in the market place. Each position would receive approximately a 5% salary increase. There will not be an increase in staffing; it is a re-allocation of funds based on the elimination of a currently budgeted position.

RECOMMENDATION: The Sheriff's Office recommends that Undersheriff Woodman receive a pay adjustment of \$10,000 which includes retroactive pay back to January 5, 2019. We also recommend the approval of a new Detention Sergeant position and a payroll adjustment for three Administrative staff positions.

ALTERNATIVES: None at this time.

ATTACHMENTS:

- Recommendation # 1 – Undersheriff Pay Increase for Balance of 2019
- Recommendation #2 – Undersheriff Pay Increase Retroactive
- Financial Table – Cost Analysis