

August 5, 2002

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

SHERIFF'S DEPARTMENT CRITICAL VACANCIES

On April 16, 2002, on motion by Supervisor Antonovich, the Board instructed the Chief Administrative Office to prepare a joint report with the Sheriff regarding the cause of helicopter mechanic vacancies, including a time line for when the vacancies will be filled and helicopters will be returned to service. The Board also requested a list of other critical Sheriff positions that are vacant, including a time line with specific dates for filling the vacancies.

Helicopter Mechanic Vacancies

Attached is a letter from the Sheriff's Department explaining how the Department developed four Helicopter Mechanic vacancies (Attachment I). The Sheriff's Department had submitted an official request to fill these vacancies on April 11, 2002 and the CAO approved the request on April 12, 2002. To date, all Helicopter Mechanic vacancies have been filled and all helicopters have been returned to duty.

Other Critical Vacancies

The CAO in conjunction with the Sheriff's Department has identified a list of critical civilian classifications that are exempt from the hiring freeze (Attachment II). This listing was recently revised to add additional maintenance classifications, including Helicopter Mechanic to prevent delays in filling critical vacancies. In addition to critical exempt classifications, the CAO has approved 197 hiring requests for critical sworn and civilian positions since January 16, 2002. We remain unclear concerning the reference made in

Each Supervisor
August 5, 2002
Page 2

the Sheriff's Department letter concerning 170-180 personnel transactions that are still pending since all requests that have not been approved have been denied either verbally or returned to the Department.

The Sheriff's 2002-03 Adopted Budget reflects the elimination of 404 unfunded positions in accordance with the Auditor Controller's recommendations of June 4, 2002 to better align current service level requirements with available funding. However, in our continued effort to ensure that the Department's operational requirements are met, we will continue to work with the Sheriff's Department to fill critical vacancies that are funded and vacant.

If you have questions or require additional information, please contact me or have your staff contact Rochelle Goff of my staff at (213) 893-1217.

DEJ:DL
RG:ljp

Attachments

c: Sheriff
Executive Officer, Board of Supervisors
County Counsel

critical-wp.bm