



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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March 11, 2016

To: Supervisor Hilda L. Solis, Chair  
Supervisor Mark Ridley-Thomas  
Supervisor Sheila Kuehl  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: Sachi A. Hamai  
Chief Executive Officer

## **REPORT BACK ON PROPOSED STAFFING AND FUNDING FOR THE CIVILIAN OVERSIGHT COMMISSION FOR THE SHERIFF DEPARTMENT (ITEM NO. P1, AGENDA OF JANUARY 12, 2016)**

On January 12, 2016, the Board directed the CEO to report back with recommendations on a proposed budget to staff and fund the Civilian Oversight Commission (Commission) and if the number of investigators assigned to the Office of the Inspector General (OIG) should be increased to handle additional workload.

### **BACKGROUND**

On June 22, 2015, the Working Group of the Commission for the Sheriff's Department (Sheriff) issued their final report with recommendations to the Board regarding the Commission's mission, authority, size, structure and relationship to the Sheriff and OIG. In the final report, the Working Group discussed, in depth, the need for permanent staffing for the Commission to be an effective unit. The staff envisioned included an Executive Director, analysts, a Public Information Officer and administrative support. The Working Group also recommended an increase in staff for the OIG in order to handle the workload of the newly created Commission.

### **COMMISSION STAFF**

As directed by the Board, the CEO has developed a draft organizational framework for the Commission, which includes staff identified by the Working Group as necessary for

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the Commission to be effective. The initial staffing plan includes an Executive Director, one Principal Staff Analyst; two Senior Staff Analysts; one Public Information Officer II; one Management Analyst; and one Management Secretary III position. Attachment A reflects the proposed budget and staffing plan for the Commission. Attachment B is the proposed organizational structure. All positions are preliminary pending final approval and allocation by CEO Classification and Administration. Once finalized, the necessary classification, compensation and funding for the Commission will be included as part of the annual budget process.

A preliminary cost estimate of \$1,254,000 is needed to address the operational needs of the Commission. The CEO recommends that a nationwide recruitment of the Executive Director begin as soon as possible. Upon appointment, the Executive Director, in conjunction with the CEO, will work together to determine if the proposed organizational structure and staffing plan meets their needs. If not, the CEO will return to the Board with a revised recommendation and operational cost estimate for your consideration.

***ESTIMATED COSTS FOR COMMISSION STAFF***

ON-GOING COSTS	
8 Recommended Staff Salaries and Employee Benefits	\$ 1,006,000
On-going Services and Supplies (\$6,000 X 8 Positions)	\$ 48,000
ONE-TIME START UP COSTS	
Vehicle (Executive Director)	\$ 35,000
Office Equipment and Furniture (Laptops, Computer, Monitors, Cubicles, Chairs, Phones, Photocopier/Scanner Printer, Network Printer etc.)	\$ 165,000
<b>ESTIMATED TOTAL</b>	<b>\$ 1,254,000</b>

**COMMISSION OFFICE SPACE & IMPROVEMENTS**

CEO Asset Management staff is currently surveying the Los Angeles downtown area for suitable office space for the Commission's staff. Based on the 8 recommended number of staff required for the Commission, CEO estimates that a total of 2,100 square feet of office space will be required. The annual lease for 2,100 square feet in the Downtown area is estimated at \$62,000 with one-time cost for tenant and technology infrastructure improvements estimated at \$216,000, totaling \$278,000.

**ADDITIONAL STAFF FOR THE OIG**

The new Commission will certainly impact the OIG operationally. However, until the Commission is established and their needs are known, it is too early to determine the

actual long-term impact the Commission will have on the OIG. If the Commission chooses to use readily available OIG reports, then additional staff resources may not be needed. Should the Commission seek an entirely different set of reports to support their work, then an increase in staff may be warranted. Once established, the OIG will assess the Commission's impact on its resources and organizational structure and submit to the CEO, if necessary, a request for additional positions for consideration during the annual budget process.

Separate from the Board motion, the OIG is requesting authorization to fill four positions frozen by the Board on August 5, 2014. These positions were frozen until a detailed analysis of the OIG's activities and accomplishments were provided to the Board. The OIG believes the four positions are necessary to handle increases in workload associated with access to confidential information which began in December 2015. All four positions are fully funded.

The following is a summary of the requested positions and their respective duties and responsibilities:

- Administrative Services Manager I - position will serve as a statistician and is needed to ensure the data disseminated by the OIG is relevant and interpreted properly.
- 2 Inspectors and 1 Deputy Inspector General - positions would bring the investigative and analysis staff to full strength (two inspectors and one lawyer).

In addition, the OIG is requesting one additional unbudgeted Senior Board Specialist position. This position will serve as liaison between the Board, the Commission and the OIG. The estimated annual cost for this position is \$86,000. The CEO is currently reviewing the aforementioned requests.

Should you have any questions, please contact Sheila Williams, Public Safety, at (213) 974-1155.

SAH:SK:JJ  
SW:DC:cc

c: Executive Office, Board of Supervisors  
County Counsel  
Sheriff  
Office of Inspector General

**Salaries and Employee Benefits Costout  
FY 2016-17**

Item Name	Item No.	Schedule Level	No. of Budgeted Pos	Net Annual Salary	Total Variable EB's	TOTAL (S&EB's)
Executive Director, Civilian Oversight Commission (UC)	-	R16	1.0	166,000.00	70,583.20	236,583.19
Principal Staff Analyst, Commission Services	0961	106H	1.0	105,000.00	44,646.00	149,646.00
Senior Staff Analyst, Commission Services	0960	100H	2.0	179,000.00	76,110.80	255,110.80
Public Information Officer II (b)	1601	94E	1.0	78,000.00	33,165.60	111,165.60
Management Analyst	1848	90H	1.0	68,000.00	28,913.60	96,913.60
Management Secretary III	2109	88C	1.0	64,000.00	27,212.80	91,212.80
Intermediate Typist Clerk (b)	2214	66B	1.0	37,000.00	28,962.40	65,962.41
			<b>8.0</b>	<b>697,000.00</b>	<b>309,000.00</b>	<b>1,006,000.00</b>

## Footnote:

(a) Annual salary is based on FY2016-17 CEO RECOMMENDED BUDGET Oracle - Weighted Annual Rate (Report ID:BP036A2 Date: 11/12/15)

(b) Salary based on Schedule A as of February 1, 2016 and 3% COLA

# Civilian Oversight Commission

