MEMORANDUM

Date: September 4, 2019

To: Budget Committee

From: Andrew Oblad
Chief Deputy, Davis County Sheriff's Office (DCSO)

RE: Reclassification - Office Specialist position to Evidence Technician position

Summary: DCSO proposes to reclassify an existing Office Specialist position to become an Evidence Technician position. The proposed reclassification more accurately reflects the actual job title and duties. Additionally, most public safety organizations characterize this function as a Evidence Technician - the reclassification aligns DCSO with governmental standards.

Proposal: In the last six years our Crime Lab has been accredited with ANSI National Accreditation Board in Forensic Inspections. This accreditation assures industry and government decision-makers of the competence of our organization and indicates the results from our Crime Lab are reliable and defensible. Accreditation provides formal recognition of proficiency.

The individual currently assigned to the Crime Lab has been performing the duties of an Evidence Technician for some time. Specifically, the duties this employee has performed resulted in the certification mentioned earlier. The duties and compensation of an Office Specialist are not comparable to those of an Evidence Technician. The reclassification of the position aligns the actual duties with what is required in the Crime Lab and more appropriately compensates for those duties.

Costs of the proposal: We have worked with Human Resources on this reclassification. Market data indicates this position should be set at a grade 15. The associated pay increase by moving this position to a grade 15 would be a 10% pay increase for our current incumbent. The total increase (with benefits) for the remainder of the year would be $1050.00 which can be easily absorbed into the current budget.

Benefits of the proposal: As mentioned, reclassification of the Office Specialist to Evidence Technician brings the realities of the job duties in alignment with the job functions. It affords an accurate reflection of the actual job duties and functions currently being performed by the employee.

I am happy to answer any questions you might have and appreciate you consideration of this proposal. Please feel free to contact me with any questions.