



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Dom Zanger  
District No. 1  
Vice-Chair

Kollin Kosmicki  
District No. 2  
Chair

Mindy Sotelo  
District No. 3

Angela Curro  
District No. 4

Ignacio Velazquez  
District No. 5

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**Item Number: 1.14**

**MEETING DATE:** 02/11/2025

**DEPARTMENT:** HUMAN RESOURCES

**AGENDA ITEM PREPARER:** Rose Justo

**DEPT HEAD/DIRECTOR:** Henie Ring

**SUBJECT:**

**HUMAN RESOURCES – H. RING, DEPUTY COUNTY ADMINISTRATIVE OFFICER**

Approve revised job specification for Multi-Service Officer.  
SBC FILE NUMBER: 630

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

At the request of the Sheriff's Department, Human Resources has made updates to the Multi-Service Officer job specification. The current specification does not fully capture the complete scope of the role, including its responsibilities, expectations, and the skills required to perform the job effectively. The last revision was made in 2008.

Updating the job specification is a necessary step to align with the evolving needs of the department and to ensure the role is equipped to meet current and future demands. This change will provide clarity, enhance recruitment efforts, and support overall departmental success.

The County has met and conferred with the union about the changes. No change in salary is being requested.

**RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:**

N/A

**CONTRACT NEEDED FOR THIS ITEM:**

N/A

**RFP AND BID HISTORY:**

N/A

**LAST CONTRACT AMOUNT OR N/A:**

N/A

**CONTRACT HISTORY (Describe all amendments and previous contracts):**

N/A

**STRATEGIC PLAN GOALS: 1. Operational Development & Excellence**

Yes

**STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth**

No

**STRATEGIC PLAN GOALS: 3. Technology**

No

**STRATEGIC PLAN GOALS: 4. Community Engagement**

No

**STRATEGIC PLAN GOALS: 5. Health & Safe Community**

Yes

**BUDGETED:**

N/A

**BUDGET ADJUSTMENT NEEDED:**

N/A

**SOURCE OF FUNDING:**

N/A

**UNFUNDED MANDATE:**

N/A

**SBC BUDGET LINE ITEM NUMBER:**

N/A

**CURRENT FY COST:**

N/A

**STAFF RECOMMENDATION:**

Approve revised job specification language for Multi-Service Officer only. There is no change to the salary being proposed.

**BOARD ACTION RESULTS:**

Approved revised job specifications per staff recommendation. (5/0 vote)

**ATTACHMENTS:**

[Multi-Service Officer](#)