



MARIPOSA COUNTY

Probation · (209) 966 3612



RESOLUTION - ACTION REQUESTED 2014-291

MEETING: June 17, 2014

TO: The Board of Supervisors

FROM: Pete Judy, Chief Probation Officer

MINUTE ORDER ATTACHED

RE: Probation Department Reorganization

RECOMMENDATION AND JUSTIFICATION:

Approve a Reorganization of the Probation Department by Allocating One Senior Office Assistant Position to the Revenue & Recovery Fund Effective July 1, 2014; Unallocating One Accounting Technician III Position in the Revenue & Recovery Fund Effective August 1, 2014; Unallocating One Office Technician I Position in the Probation Budget Effective November 15, 2014; and Approving a New Classification of Administrative Assistant - Probation, Setting the Monthly Salary at \$3,314.07 - \$4,028.19, Assigning This Classification to the Service Employees International Union (SEIU) and Allocating This Position to the Probation Department Effective November 15, 2014.

With the upcoming retirement of two employees, one Accounting Technician III in the Revenue & Recovery Budget and one Office Technician I in the Probation Budget, within a period of three months from each other, the department has the opportunity to reorganize. The Accounting Technician III position was originally created a few years ago in partnership with the Superior Court in order to increase revenue from court ordered fines and fees as well as recovery revenue from unpaid past due accounts. The position was created at no cost to the General Fund. Last year the Superior Court withdrew from this collaborative effort causing a loss in revenue. Shortly thereafter, the Community Corrections Partnership decided that the position could, in part, be utilized to more aggressively pursue victim restitution and delinquent Probation Department accounts. Currently, the Revenue & Recovery budget receives funding through AB109.

With the incumbent Accounting Technician III retiring, the department is requesting that there be a shift of the more complex duties to a higher level clerical position. By allowing this shift, the department would no longer need the Accounting Technician III allocation and instead, a lower-level Senior Office Assistant position could perform the remaining moderately complex duties. A period of training would be necessary; thus, there would be an overlap of the two positions with an effective date of July 1, 2014, for the allocation of a Senior Office Assistant position and an effective date of August

1, 2014 for the elimination of the Accounting Technician III allocation.

As previously mentioned, the department is requesting that the more complex duties of the Accounting Technician III be shifted to a higher level clerical position. Under the current clerical support structure, the department's allocations are an Accounting Technician III, an Office Technician I, a Probation Technician, and a Senior Office Assistant with the direct supervision of this support staff falling upon the Chief Probation Officer and the Assistant Chief Probation Officer. To allow the Assistant Chief Probation Officer to concentrate their supervision duties on the sworn officer positions (Deputy Probation Officers and Probation Correction Officers), the department is requesting that a new classification of an Administrative Assistant - Probation is created. The Administrative Assistant - Probation position will have direct supervision duties of all Probation department clerical support staff. This position would report directly to the Chief Probation Officer.

Further, the Administrative Assistant - Probation classification would be able to perform the more complex duties that will be relinquished with the elimination of the Accounting Technician III position and the Office Technician I position. Ultimately, the addition of an Administrative Assistant - Probation classification that has supervisory responsibilities will create a clear chain of command with support staff in the Probation Department. The effective date of adding this new position will coincide with the effective date of the retirement of the Office Technician I, which is November 15, 2014.

The reorganization will result in salary savings of \$12,077 to the County through the use of AB109 funds, and will increase the efficiency of the Probation Department. If the reorganization is approved, the changes will be reflected in the Fiscal Year 2014-15 Requested Budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time, the Board has supported and approved reorganizations for County departments.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve and give alternative direction.

FINANCIAL IMPACT:

Savings of approximately \$12,000 to the General Fund.

ATTACHMENTS:

Probation Reorganization (PDF)

Admin Assistant-Probation Draft (PDF)

CAO RECOMMENDATION

Requested Action Recommended

Mary Hodson

Mary Hodson, Deputy CAO 6/11/2014

RESULT: ADOPTED AS AMENDED [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: Lee Stetson, District I Supervisor

AYES: Stetson, Jones, Bibby, Cann, Carrier



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

KEVIN CANN, CHAIR
MERLIN JONES, VICE-CHAIR
LEE STETSON
JANET BIBBY
JOHN CARRIER

DISTRICT IV
DISTRICT II
DISTRICT I
DISTRICT III
DISTRICT V



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: PETE JUDY, Chief Probation Officer

FROM: RENE' LaROCHE, Clerk of the Board *RL*

SUBJECT: **Approve a Reorganization of the Probation Department by Allocating One Senior Office Assistant Position to the Revenue & Recovery Fund Effective July 1, 2014; Unallocating One Accounting Technician III Position in the Revenue & Recovery Fund Effective August 1, 2014; Unallocating One Office Technician I Position in the Probation Budget Effective November 15, 2014; and Approving a New Classification of Administrative Assistant - Probation, Setting the Monthly Salary at \$3,314.07 - \$4,028.19, Assigning This Classification to the Service Employees International Union (SEIU) and Allocating This Position to the Probation Department Effective November 15, 2014**

RES. 14-291

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on June 17, 2014

ACTION AND VOTE:

2. Probation RES-2014-291

Approve a Reorganization of the Probation Department by Allocating One Senior Office Assistant Position to the Revenue & Recovery Fund Effective July 1, 2014; Unallocating One Accounting Technician III Position in the Revenue & Recovery Fund Effective August 1, 2014; Unallocating One Office Technician I Position in the Probation Budget Effective November 15, 2014; and Approving a New Classification of Administrative Assistant - Probation, Setting the Monthly Salary at \$3,314.07 - \$4,028.19, Assigning This Classification to the Service Employees International Union (SEIU) and Allocating This Position to the Probation Department Effective November 15, 2014

Pete Judy made the staff presentation, and noted that this reorganization makes sense as it is good for his department in terms of efficiency, because it ultimately saves money, and is good timing and allows him to do it without needing to harm or help any current employee. He also discussed the current organizational structure; noted that timing is good because both the Office Technician I, and the Accounting Technician III, are retiring; noted that when the

Accounting Technician III position was created it was supported by the Superior Court and was county dollar neutral, but that the Court pulled out of it last year which would shift funding to the General Fund; and noted that the reorganization shifts responsibilities by pulling the higher level account tech responsibilities to the new Administrative Assistant with the new Senior Office Assistant position taking on some of the revenue and responsibility functions.

Supervisor Bibby remarked that she likes the separation of field officers from office positions; and required clarification of whether the salary savings is just for fiscal year 2014-2015. Chief Judy responded, noting that the savings will depend on the step at which the person is hired. Chief Judy also advised that there is one correction to the item, as the employee has advised him that she has advanced her retirement date, so the effective dates of November 15, 2014, should now be September 15, 2014.

Supervisor Jones noted that he thinks this is an example of how to save the County money, and he thinks it will make the Probation Office more efficient. Supervisor Cann remarked that he always looks for a career ladder that allows employees the ability to move up.

Rick Benson/County Administrative Officer noted that there is still a cost savings, and that the right way is always to look at the highest steps and, in this case, there is still a cost savings.

No public input.

Supervisor Jones moved the reorganization. Chair Cann required clarification as to whether the item was being amended to reflect the September 15, 2014, effective date rather than the November 15, 2014, effective date. Steven W. Dahlem/County Counsel advised that the clarification should be that the Senior Office Assistant position effective date will be August 1, 2014, and that the Administrative Assistant position effective date will be September 15, 2014. Supervisor Jones affirmed the modification as stated by County Counsel. Supervisor Stetson seconded. Chair Cann called for the vote and the matter passed unanimously.

RESULT: ADOPTED AS AMENDED [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: Lee Stetson, District I Supervisor

AYES: Stetson, Jones, Bibby, Cann, Carrier

Cc: Bill Davis, Auditor
Personnel
File

ADMINISTRATIVE ASSISTANT / PROBATION DEPARTMENT

DEFINITION

To provide high-level administrative assistance in planning, organizing, coordinating, and managing the activities and operations of the Probation Department and to represent the department at county government related activities; to serve as the department's office manager; to assist the Chief Probation Officer with highly responsible and complex administrative and budgetary support; to perform a variety of routine-to-moderately complex administrative duties; to supervise clerical support staff and ensure effective and efficient daily operations; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Probation Officer.

Exercises general supervision as office manager over clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Provides highly responsible administrative and clerical support to the Chief Probation Officer.

Prepares departmental and program budgets; processes accounts payable and receivable, monitors petty cash funds, and prepares related financial reports.

Researches, prepares and administers grants, contracts and special projects.

Collects and maintains statistical data and prepares and submits statistical reports.

Coordinates department personnel matters, including establishing and maintaining employee records, performing personnel background and criminal history reviews, maintaining training records, processing payroll, makes travel arrangements and prepares and submits authorization, and expense and claim forms for payment; reconciles accounts.

Prepares and maintains interdepartmental agreements.

Manages the revenue recovery program.

Trains, supervises, and evaluates the performance of clerical staff as assigned; provides advice and assistance as needed; recommends disciplinary action as necessary.

Oversees the preparation, maintenance, retention and proper disposal of department records.

Researches and assembles supporting data for Board of Supervisors' agenda items.

Coordinates special projects as assigned.

Coordinates activities with those of other divisions, departments, agencies, and jurisdictions as appropriate; represents the department at meetings and other functions as directed.

Receives and responds to difficult and sensitive inquiries, requests for information, and complaints.

Composes, types, or word processes complicated and confidential correspondence and related documents.

Prepares confidential criminal Grand Jury documents.

Takes notes for correspondence preparation and hearing documentation.

Performs routine administrative and clerical work as required, including but not limited to typing reports and correspondence, compiling data for reports, entering computer data and preparing spreadsheets and computer-generated reports, completing and processing forms, copying and filing documents, sending and receiving faxes, ordering supplies and equipment, processing mail, answering the telephone, greeting and assisting office visitors.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, codes, ordinances and regulations.

County organization, policies and procedures.

Basic principles and methods of administration, personnel, staff development, fiscal and data processing management.

Budget development and financial recordkeeping.

Principles and practices of staff supervision, training, and performance evaluation.

Modern office practices and technology, including filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word and data processing and case management.

Basic accounting and bookkeeping practices.

English usage, spelling, grammar, and punctuation.

Safe work practices.

Public / client relations techniques.

Ability to:

Understand, interpret, and apply pertinent federal, state and local law, rules and regulations, policies and procedures.

Perform a variety of analytical work and other administrative assignments, including program development and implementation.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Train, supervise, and evaluate the performance of others.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and make and implement recommendations in support of goals.

Prepare and administer assigned budgets and maintain accurate financial records.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Respond appropriately, effectively, and promptly to the needs of internal and external customers.

Deal tactfully and effectively with the public and with others contacted in the course of work, including hostile, irate individuals.

Establish and maintain complex and extensive recordkeeping systems and files.

Maintain the security and confidentiality of specified records, information, and files.

Work with sensitive topics.

Use computers effectively for word and data processing and records management.

Type or word process accurately at a rate required for successful job performance.

Perform mathematical computations with accuracy.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move light weights. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Six years of increasingly responsible secretarial, clerical and/or administrative experience which includes assignments requiring a working proficiency in the use of a computer, using spreadsheet and databased software, and extensive public contact. Increasingly responsible budget experience. Supervisory/Management experience is desirable.

Education:

High school diploma or GED equivalent supplemented by course work in word processing, typing, bookkeeping and related business subjects. Completion of at least 30 units of college level course work in business management, or a closely related field is highly desirable.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.