

DEPARTMENT: Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes ( ) No (X)

Authorize the reorganization of the Probation Department by approving a new class specification, revising existing class specs, revising the Employee Allocation Schedule, and increasing the salary for an existing position. As stated in his memorandum to the Board (copy attached), the Chief Probation Officer, with Personnel's concurrence, recommend that the below changes to the Probation Department be approved to improve the efficiency and accountability of that department:

- Approve the class specification of Deputy Chief Probation Officer, set the salary at range 248, allocate two positions to the Probation Department, and promote the two Deputy Probation Officer III incumbents. One individual will be assigned to adult probation services and the other incumbent will be assigned to juvenile probation services. This classification will be assigned to the SEIU bargaining unit.
- Eliminate the Deputy Probation Officer III position allocations.\*
- Eliminate the Senior Juvenile Supervisor position allocation.\* The duties and responsibilities of this position will be distributed to the Chief and Deputy Chief Probation Officers.
- Revise the class spec of the Juvenile Supervisor and increase the salary to range 172, i.e., \$12.84/hour. Revision to the class spec will bring it in line with the requirements of the Board of Corrections. This position is filled by an extra-help employee and because of the difficulty in recruiting candidates for this position for a variety of reasons, an increase is most appropriate.
- Increase the stand-by pay for the Juvenile Supervisor position from \$10/day to \$1.50/hour. Increasing this pay will follow SEIU's Memorandum of Understanding for "on-call compensation", which is \$1.50/hour.
- Revise the Deputy Probation Officer I/II class spec by amending the minimum qualifications as well as adding a special requirement to necessitate a background investigation and a psychological evaluation. The minimum qualifications for the Deputy I require that an individual have either four years of college or two years of college and two years of experience. The Deputy II requires an additional two years of experience. The amended minimum qualifications will require only one year of experience for the Deputy I and instead of requiring two additional years of experience for the Deputy II, one additional year of experience will only be needed. Revising the minimum qualifications in this manner is appropriate in order that Mariposa County remains competitive with the comparable counties that were surveyed. Because of the nature of this position, it is important that candidates are subject to a background and psych exam.

As noted in the attached memo, the above changes will be accomplished without increasing the Probation Department's budget. If approved, these changes will become **effective January 1, 2001.**

\*The Deputy Probation Officer III class spec as well as the Senior Juvenile Supervisor class spec will be retained as unallocated classes.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

- Approve this action as proposed.
- Amend this action as the Board desires and approve.

**COSTS:** (X) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:

Pete Judy memorandum dated 11/3/00.  
Deputy Chief Probation Officer class spec.  
Juvenile Supervisor class spec.  
Deputy Probation Officer I/II class spec.

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 09-438 Ord. No. \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

*MW* Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Approved \_\_\_\_\_ ( ) Denied \_\_\_\_\_

Minute Order Attached ( ) No Action Necessary

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

\_\_\_\_\_ Recommended

\_\_\_\_\_ Not Recommended

\_\_\_\_\_ For Policy Determination

\_\_\_\_\_ Submitted with Comment

\_\_\_\_\_ Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board

County of Mariposa, State of California

By: \_\_\_\_\_

Deputy

Comment: \_\_\_\_\_

\_\_\_\_\_

A.O. Initials: *MW*

# Memorandum

**To:** Honorable Mariposa County Board of Supervisors  
**CC:** Jeff Green, County Counsel  
**From:** Pete Judy  
**Date:** 11/03/00  
**Re:** Job Reclassifications/Reorganization

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**The purpose of this correspondence is to furnish you with additional information concerning the attached Board Agenda item. As your recently appointed Chief Probation Officer, I am committed to making internal changes that will improve the efficiency and accountability of the probation department, without compromising offender supervision or court services.**

I propose to eliminate the Sr. Juvenile Supervisor Position and use salary and benefit savings from this action to create 2 Deputy Chief Positions for front line supervision, and provide salary increases to the Part Time Juvenile Supervisors. This will allow me to create a chain of command that provides effective zones of responsibility. It also offers a plan to help reduce turnover and recruitment costs associated with the Part Time Juvenile Supervisor position. The reorganization is accomplished without increasing the 2000/2001 Probation or Detention Budget.

I welcome the opportunity to discuss this action with you personally should you have any questions or concerns.

**Situation with the Sr. Juvenile Supervisor Position (Currently Vacant):**

The Sr. Juvenile Supervisor position is responsible for supervising up to 13 part time Juvenile Supervisors. This includes monitoring and staffing the overall operation of Juvenile Hall. It is not a Deputy Probation Officer position and cannot perform caseload duties. It is the only position in my department other than the Chief whose job description includes supervising other employees. However, its salary structure is below the Deputy Probation Officer level. The position also monitors and tracks the Jail Removal Grant program.

**Problem:** This command structure creates confusion within the organization. It is a supervisory position but reports to Deputy Probation Officers who are not supervisors. The high turnover of juvenile supervisors means that a significant amount of the Sr. Supervisors time is spent recruiting and training new staff. Because it is not a casework position, the Sr. Supervisor can not handle the overlapping juvenile caseload issues that accompany the detention of juveniles.

**Current Situation with Part-time Juvenile Supervisor:**

Historically this position has had a high turnover rate. Before my appointment as Chief Probation Officer, this position was filled without performing the mandatory background and psychological evaluations required by law. This meant that processing new staff was a relatively simple procedure. Probation was able to hire a sufficient number of part time juvenile supervisors using the "when can you start" method.

**Problem:** Despite a 9 month recruiting period I have been unable to add any new part-time juvenile supervisors to replace staff who have terminated employment. Potential staff have fallen into two categories: Those who have passed the background and psychological only to turn down the offered position because they have found other employment, and those who fail one or more of the pre-employment evaluations.

The part-time juvenile supervisor staff shortage has resulted in Probation having to use detention beds in other counties even for the less than 96 hour commitments.

**Current Situation with Chain of Command and Employee Accountability:**

Other than the Sr. Juvenile Supervisor, the Chief Probation Officer is the only position that has supervisory responsibilities.

**Problem:** The department is in need of front line supervisors responsible for assisting the Chief in the training and supervising of junior staff. A chain of command is needed that resolves issues at the lowest level possible and is responsible for supervising and holding employees accountable when the Chief Probation Officer is not present. In addition, the

major differences between juvenile services and adult services require separate areas of expertise of supervisory staff.

**PROPOSED SOLUTION UTILIZING EXISTING RESOURCES:**

1. Eliminate the Sr. Juvenile Supervisor (currently vacant) and redistribute duties and responsibilities to Chief and Deputy Chiefs. Use salary savings to:

a. Increase salaries of part-time juvenile supervisor to salary range 172 (\$12.84). Increase the on-call pay from \$10.00 per day to \$1.50 per hour (same rate paid other employees.) This will increase the number and quality of potential employees and assist in employee retention. Fewer turnovers and a stable workforce will result in a reduction of recruitment efforts.

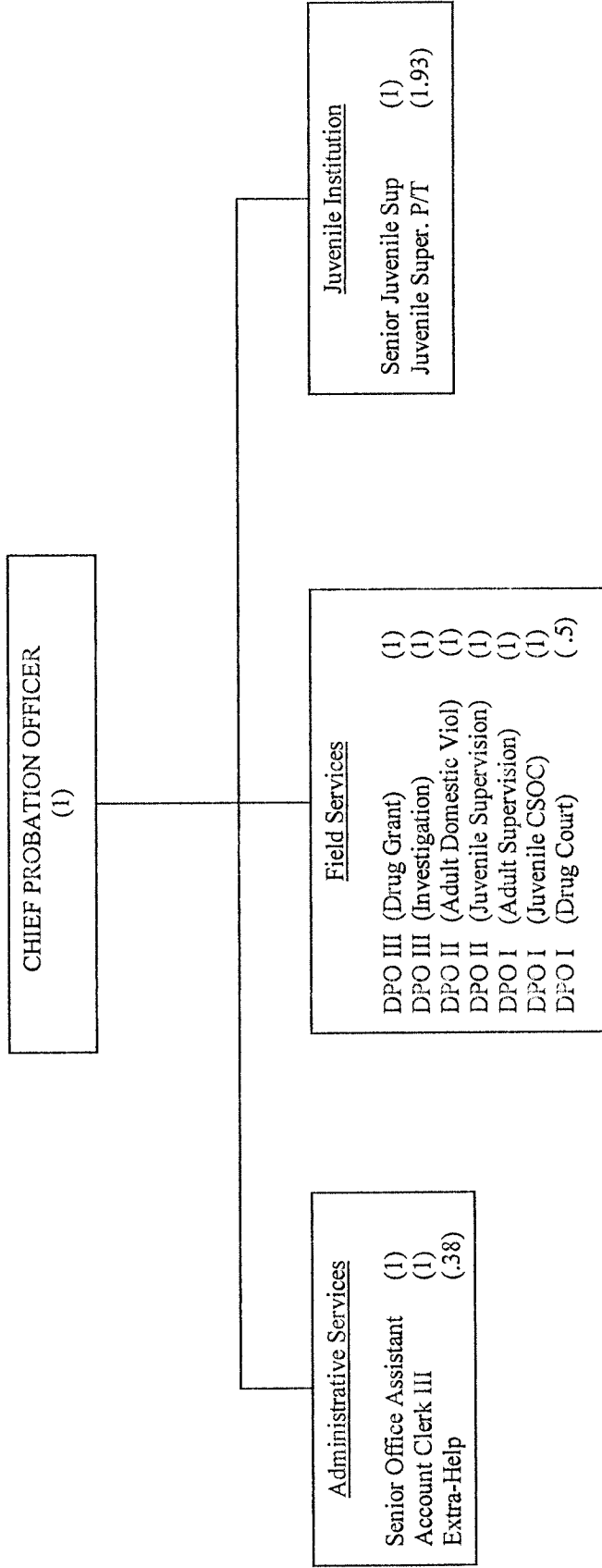
b. Create two Deputy Chief Positions to perform first line supervisor duties. One Deputy Chief will be assigned primary responsibility to Adult Services, the other to Juvenile Services. Day to day operation and staffing responsibility of Juvenile Hall will shift to the Deputy Chief of Juvenile Services. Both positions are working supervisors much like the Sheriff Sergeant position. The new job description mirrors that position. Salary is tied to that position @ salary range 248.

**Cost Breakdown:**

Existing Sr. Juvenile Supervisor	-----	\$36,799
Increase Juvenile Supervisor salary cost	-----	<15,406>
Increase Juvenile Supervisor standby cost	-----	<9,490>
Increase costs for new (2) Deputy Chief	-----	<10,444>
One time costs—(psychological, id's, cards, etc.)-		<1000>
Return to General Fund	-----	\$459

ORGANIZATIONAL CHART  
 MARIPOSA COUNTY PROBATION  
 MARIPOSA COUNTY JUVENILE DETENTION

\*\* EXISTING \*\*



Probation Division - #001-0224

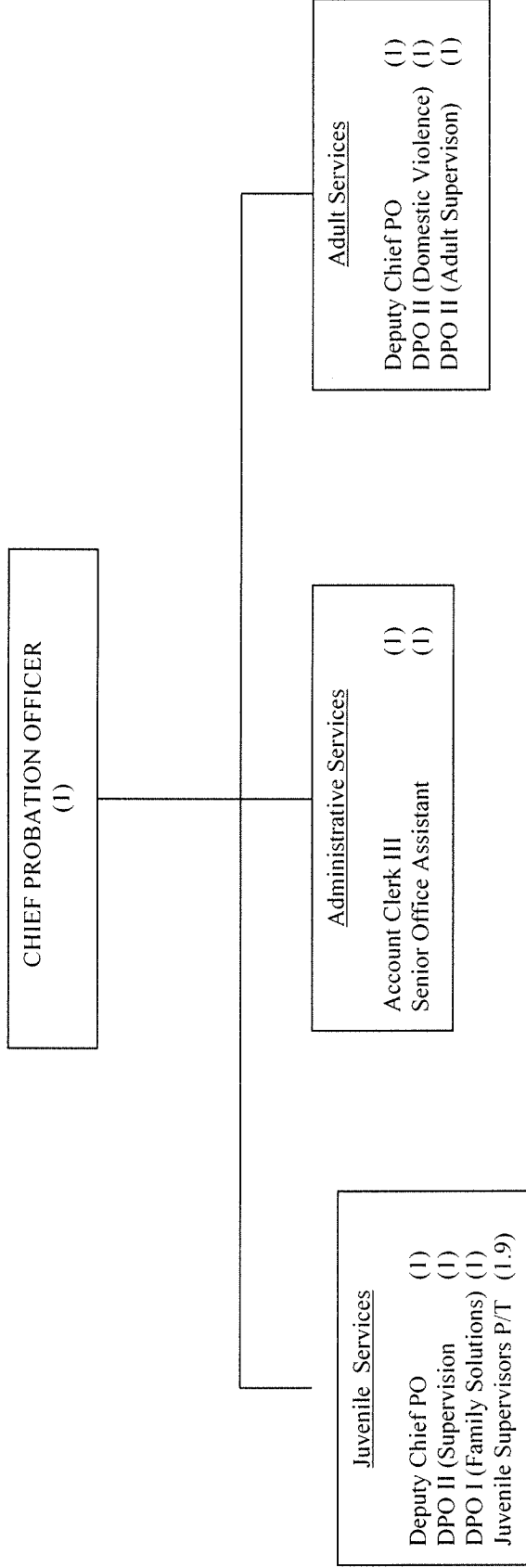
Administrative Services  
 Field Services

Juvenile Detention Division - #001-0223

Juvenile Institution Services

**\*\* PROPOSED \*\***

ORGANIZATIONAL CHART  
MARIPOSA COUNTY PROBATION  
MARIPOSA COUNTY JUVENILE DETENTION



Probation Division - #001-0224

Administrative Services  
Field Services

Juvenile Detention Division - #001-0223

Juvenile Services

**MARIPOSA COUNTY**

**JOB TITLE: Deputy Chief Probation Officer**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To assist in planning, organizing, coordinating, administering and commanding the activities and operations of adult and juvenile probation services. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this classification direct, supervise, and formally evaluate the work of others. This job classification participates in all aspects of probation case and fieldwork duties. The position exercises responsibilities for providing effective field and office supervision of Deputy Probation Officers involved in conducting investigations, report writing, and supervision of offenders in the community. The position is a working supervisor also charged with holding offenders accountable by enforcing court ordered conditions of probation, conducting investigations, providing court sentencing reports, and supporting victims rights. This job class functions at a first-line supervisory level of classification.

**SUPERVISOR:** Chief Probation Officer

**TYPICAL DUTIES:**

- Assists in the overall administration, direction, supervision and coordination of field and office functions of the Probation Department to include holding offenders accountable, perform court investigation and report services, record keeping, and grant monitoring
- May assist in the development and implementation of departmental policies and procedures including new operating procedures and determining future needs
- Plans, directs, supervises, and formally evaluates the work of assigned personnel within their division
- 
- May represent the Chief Probation Officer and the department to the Board of Supervisors, other County Departments, at official and civic meetings, etc.



MARIPOSA: Deputy Chief Probation Officer

**TYPICAL DUTIES:** (cont'd)

- Recommends discipline and ensures that departmental rules and policies are followed
- Participates in the training of new deputies and assesses the training needs of experienced deputies
- May assist in the development, implementation, and administration of departmental budget and purchasing operations
- Reviews and stays abreast of current major court decisions and legislation that relate to probation and community safety
- Prepares correspondence, memos, and reports regarding internal and external matters as the Chief Probation Officer's representative
- Researches training needs of the department, prepares training materials, oversees training activities, and maintains training records
- Ensures that weapons, vehicles, and equipment are in proper condition and compliance with departmental policy and standards
- Assesses, investigates, reports and presents cases concerning adult and juvenile offender probation applicants
- Monitors probationers performance and develops recommendations and or reports involving modifications, revocations, arrests, or terminations
- Performs physical searches of offenders and their residences
- Testifies and represents departmental recommendation for sentencing in court
- Contacts and cooperates with other law enforcement agencies as required
- Investigates, interrogates, and arrests probation violators as required

MARIPOSA: Deputy Chief Probation Officer

**TYPICAL DUTIES:** (cont'd)

- Performs "on call" duties
- Assesses client needs and develops case plans to assure compliance of court orders
- May prepare or assist in the preparation of grants, reports, surveys, and statistics
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- the principles and practices of law enforcement, court services, and probation operations
- supervisory methods and techniques
- departmental rules, regulations, policies, standards, and organization
- working knowledge of the Peace Officer Bill of Rights

**Ability to:**

- train, direct, coordinate, supervise, and formally evaluate the work of others
- prepare clear, concise, and comprehensive reports
- communicate effectively in both oral and written form
- establish and maintain effective working relationships with those contacted in the performance of required duties
- exercise skilled judgment in the assessment and treatment of probationers
- handle a variety of assignments with little direct supervision

MARIPOSA: Deputy Chief Probation Officer

**MINIMUM QUALIFICATIONS:**

Two years experience equivalent to a Deputy Probation Officer III in Mariposa County, possession of Peace Officer Standards and Training (P.O.S.T.) listed for Deputy Probation Officer, and a valid California driver's license. Must have the ability to complete Probation Supervisor Core Training as required by Standards and Training for Corrections (S.T.C.) Program.

**Special Requirement:** If not previously conducted, candidates will be subject to a background investigation and a psychological evaluation prior to appointment.

Creation Date: 12/00 (B/S 00-438)

MARIPOSA COUNTY

**JOB TITLE:** Deputy Probation Officer I/II

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To perform investigations and make recommendations to the court related to probation cases; to monitor adults and/or juveniles on court probation and assure adherence to conditions of the probation; to perform supportive program functions including crisis intervention; and to represent the Probation Department at formal Court hearings.

**Deputy Probation Officer I:**

Employees in this classification work under relatively close supervision while they develop their skills and abilities in probation work. This is a trainee level class and as incumbents gain experience (after two years), they are expected to promote to the class of Deputy Probation Officer II.

**Deputy Probation Officer II:**

Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class functions at a journey level. Incumbents in this class typically receive case assignments of average difficulty which require considerable skill, initiative and professional judgement.

**SUPERVISOR:** Chief Probation Officer or designee

**TYPICAL DUTIES**

- Compiles, investigates, verifies, and presents reports on personal, social, educational, financial, health and/or prior criminal involvement of probationers
- Recommends to the court plans for the adjustment of offenders and interprets the plan to the probationer, their family, and interested individuals
- Monitors assigned probationary caseload of juveniles and/or adults, develops rehabilitation treatment programs, and assures adherence to conditions of probation
- Interviews the offenders their families and interested individuals to determine the nature of their difficulties
- Arranges and monitors placement of individuals on probation in rehabilitation and/or treatment programs such as community service work, group homes, Alcoholics Anonymous, etc., in order to make a satisfactory social adjustment

**TYPICAL DUTIES** (cont'd)

- Intervenes in crisis situations, counsels families, communicates with involved community and/or private agencies, makes referrals as required
- Communicates with Sheriff's Office, Police Department, District Attorney's Office, Probation Departments and/or social service agencies on crime investigation and prevention.
- Appears and/or testifies in court for detention, jurisdictional, disposition, and/or violation of parole hearings, attends special and/or annual reviews and/or sealing of records
- Files necessary legal documents relating to probation caseload including petitions, sealing of records, case reviews, etc.
- Directs the ongoing activities of various support programs such as juvenile crisis intervention, etc.
- Presents department's position at hearings and prepares material necessary for presentation
- Makes recommendations regarding sentencing to the court
- Performs and processes expungement requests
- Interviews and/or performs background investigations for civil court matters such as step parent adoptions and custody suits
- Maintains case files, program and/or financial records and prepares correspondence and reports
- Arrests probationers and assists law enforcement agencies in Search and Seizures as required
- Transports adult and/or juvenile probationers
- Performs "on-call" duties
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- the basic principles and practices of applied psychology/sociology

MARIPOSA: Deputy Probation Officer I/II

**Knowledge of:** (cont'd)

- methods and techniques of interviewing

Deputy Probation Officer II (in addition):

- the principles and practices of adult and juvenile probation work
- the proper methods and procedures involved in casework
- Federal, State, and local laws and ordinances appropriate to adult and juvenile probation
- court procedures

**Ability to:**

- prepare concise and accurate reports
- maintain detailed records
- understand and follow both oral and written instructions
- communicate effectively and tactfully in both oral and written form
- meet the physical requirements necessary to safely and effectively perform required duties
- establish and maintain effective work relationships with those contacted in the performance of required duties

Deputy Probation Officer II (in addition):

- analyze investigative material and make proper deductions

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with specialization in sociology, criminology, penology, or a related major preferably with emphasis in the correction field, or completion of a two-year college curriculum with work in psychology, sociology, criminology, or a related field and one year of experience in probation, corrections, social casework or a related field. Candidates must possess a valid California driver's license.

Deputy Probation Officer II (in addition):

- one year of experience performing duties to those of the Deputy Probation Officer I classification.

MARIPOSA: Deputy Probation Officer I/II

**MINIMUM QUALIFICATIONS:** (cont'd)

- a certificate of completion for 200 hours instruction in Basic Probation Officers course

- completion of 40 hours instruction in S.T.C. Probation Officers training annually

**Special Requirement:** If not previously conducted, candidates will be subject to a background investigation and a psychological evaluation prior to appointment.

Creation Date: 4/88

Revision Date: 10/93; 12/00 (B/S 00-438)

## MARIPOSA COUNTY

**JOB TITLE:** Juvenile Supervisor

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under supervision, to assist with the care, welfare, custody, and rehabilitation, of juvenile detainees in the County's juvenile detention facility; and to do related work as required. Incumbents work initially under relatively close supervision, learning juvenile hall procedures and methods for the care and counseling of juvenile detainees. As incumbents demonstrate sound work habits and the ability to carry out job assignments on an independent basis, they may reasonably expect increased responsibilities and decreased levels of supervision.

**SUPERVISOR:** As assigned

### TYPICAL DUTIES

- Assists with planning, organizing, and supervising a program of work, study and recreation for delinquent or emotionally disturbed detainees in the County's juvenile hall
- Oversees activities such as housekeeping chores, clothing issue, personal hygiene, meals, arts, crafts and sports
- Maintains good discipline and instructs detainees
- Assists with the conduct of individual, group and family counseling and discussions
- Assists detainees with gaining insight into themselves and their relationships to family, peers, and adults
- Observes and records information on detainee behavior, attitude, appearance, interests, and skills
- Maintains necessary logs and reports
- May assist Deputy Probation Officers in the development of treatment plans for detainees
- Assists with the admission and release of juvenile detainees



MARIPOSA: Juvenile Supervisor

**TYPICAL DUTIES:** (Cont'd)

- Contacts parents, Deputy Probation Officers, law enforcement personnel and others as required
- Supervises visitor activities
- Remains alert for potential problems and takes measures to reduce tension and avoid violence
- Participates in training programs

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- behavior problems of juveniles
- basic knowledge of the care and custody of juvenile detainees
- health and personal hygiene methods

**Ability to:**

- learn and apply the methods, procedures, and practices used in the care, custody, and detention of juveniles
- respond constructively to juvenile detainee behavior problems and gain their cooperation when possible
- supervise a group of juvenile detainees in work, meal, and leisure time activities
- learn to anticipate and prevent acts of violence to persons and property
- prepare clear and concise log entries and reports
- comprehend and follow oral and written instructions
- communicate effectively with others
- establish and maintain cooperative working relationships

MARIPOSA: Juvenile Supervisor

**MINIMUM QUALIFICATIONS:**

High school graduation or possession of a GED certificate; possession of a valid California driver's license; ability to obtain a valid CPR/first aid certificate within 40 work hours of appointment; and must be 18 years of age at time of appointment (in compliance with Board of Corrections requirements). Applicants must successfully complete a background check, a psychological evaluation, a medical examination (as required by the Board of Corrections), and must be fingerprinted.

Creation date: 7/92  
Revised: 12/00 (B/S 00-438)