

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



Application Cover Sheet

RFA PROCESS

VICTIM/WITNESS ASSISTANCE PROGRAM

Submitted by:

County of Fresno

**Philip F. Kader, Interim Chief Probation Officer
Fresno County Probation Department
3333 East American Avenue, Suite B
Fresno, CA 93725-9247**

(559) 600-1294

(Cal OES Use Only)					
Cal OES#	FIPS#	VS #	Subaward #		

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

- 1. Subrecipient:** County of Fresno **1a. DUNS#:** 932953037
- 2. Implementing Agency:** Probation Department - Fresno County **2a. DUNS#:** 932953037
- 3. Implementing Agency Address:** 3333 East American Avenue, Suite B Fresno 93725-9247
Street City Zip+4
- 4. Location of Project:** Fresno Fresno 93721-2613
City County Zip+4
- 5. Disaster/Program Title:** Victim/Witness Assistance (VW) Program **6. Performance Period:** 10/01/2017 to 09/30/2018
- 7. Indirect Cost Rate:** N/A; 10% de minimis; Federally Approved ICR _____%

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2016	8. VOCA		\$ 1,180,753				\$ 0	\$ 1,180,753
2017	9. VWA0	\$ 237,473					\$ 0	\$ 237,473
2018	10. Select				\$ 57,715		\$ 57,715	\$ 57,715
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
TOTALS		\$ 237,473	\$ 1,180,753	\$ 1,418,226	\$ 57,715	\$ 0	\$ 57,715	12. G Total Project Cost: \$ 1,475,941

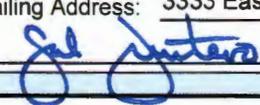
13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient: Name: Sal Quintero Title: Chairman, Fresno County Board of Supervisors

Telephone: (559) 600-3000 FAX: (559) 600-1609 Email: District3@co.fresno.ca.us
(area code) (area code)

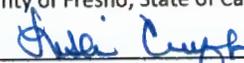
Payment Mailing Address: 3333 East American Avenue, Suite B City: Fresno Zip+4: 93725-9247

Signature:  Date: Jan. 23 2018

[FOR Cal OES USE ONLY]

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
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ATTEST:
 BERNICE E. SEIDEL
 Clerk to the Board of Supervisors
 County of Fresno, State of California
 By  Deputy

PROJECT CONTACT INFORMATION

Subrecipient: Probation Department - Fresno County

Subaward #: VW17360100

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: Cliff Downing Title: Adult Division Director

Telephone #: (559) 600-1233 Fax#: (559) 455-2483 Email Address: CliffDowning@co.fresno.ca.us

Address/City/Zip: 2171 N. Fine Ave. Fresno, CA 93727

2. The **Financial Officer** for the project:

Name: Greg Reinke Title: Probation Administrative Division Director

Telephone #: (559) 600-1247 Fax#: (559) 455-4785 Email Address: greinke@co.fresno.ca.us

Address/City/Zip: 3333 E. American Ave. Ste B, Fresno, CA 93725-9248

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Karen Roach Title: Probation Services Manager

Telephone #: (559) 600-1675 Fax#: (559) 455-2421 Email Address: kroach@co.fresno.ca.us

Address/City/Zip: 2233 Kern Street, Fresno, CA 93720-2613

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: Norabelle Elegado Title: Senior Accountant

Telephone #: (559) 600-1246 Fax#: (559) 600-1304 Email Address: nelegado@co.fresno.ca.us

Address/City/Zip: 3333 E. American Ave. Ste B, Fresno, CA 93725-9248

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Philip Kader Title: Interim Chief Probation Officer

Telephone #: (559) 600-1298 Fax#: (559) 455-2427 Email Address: pkader@co.fresno.ca.us

Address/City/Zip: 3333 E. American Ave. Ste B, Fresno, CA 93725-9248

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet:

Name: Sal Quintero Title: Chairman, Fresno County Board of Supervisors

Telephone #: (559) 600-3000 Fax#: (559) 600-1609 Email Address: District3@co.fresno.ca.us

Address/City/Zip: 2281 Tulare St., Room 301, Fresno, CA 93721-2198

7. The **chair** of the **Governing Body** of the subrecipient:

Name: Sal Quintero Title: Chairman, Fresno County Board of Supervisors

Telephone #: (559) 600-3000 Fax#: (559) 600-1609 Email Address: District3@co.fresno.ca.us

Address/City/Zip: 2281 Tulare St., Room 301, Fresno, CA 93721-2198

SIGNATURE AUTHORIZATION

Subaward #: VW17360100

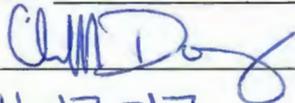
Subrecipient: Fresno County

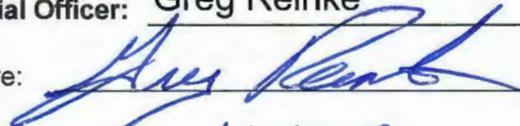
Implementing Agency: Probation Department - Fresno County

*The Project Director and Financial Officer are **REQUIRED** to sign this form.

*Project Director: Cliff Downing

*Financial Officer: Greg Reinke

Signature: 

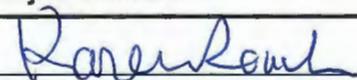
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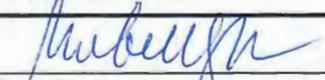
Date: 11-17-17

Date: 11-17-17

The following persons are authorized to sign for the
Project Director

The following persons are authorized to sign for the
Financial Officer





Signature

Signature

Karen Roach

Norabelle Elegado

Print Name

Print Name

Signature

Signature

Print Name

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Fund

I, Sal Quintero hereby certify that
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

SUBRECIPIENT: County of Fresno

IMPLEMENTING AGENCY: Probation Department - Fresno County

PROJECT TITLE: Victim/Witness Assistance (VW) Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (*Subrecipient Handbook Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Jean M. Rousseau
Title: County Administrative Officer
Address: 2281 Tulare, Suite 304, Fresno, CA 93721
Phone: (559) 600-1710
Email: jrousseau@co.fresno.ca.us

III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Subrecipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)

(This applies to federally funded grants only.)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Funds

1. Applicability of Part 200 Uniform Requirements

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements").

2. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient agrees to comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipient or individuals defined (for purposes of this condition) as "employees" of the Subrecipient.

The details of the Subrecipient's obligations regarding prohibited conduct related to trafficking in persons are posted on the OJP website at: <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient agrees to comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

5. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

6. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Subrecipient agrees to promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by:

- Mail: Office of the Inspector General,
U.S. Department of Justice, Investigations Division,
950 Pennsylvania Avenue, N.W. Room 4706,
Washington, DC 20530;
- E-mail: oig.hotline@usdoj.gov;
- DOJ OIG hotline (contact information in English and Spanish): (800) 869-4499; and/or
- DOJ OIG hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

7. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

The Subrecipient understands and agrees that no Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make subawards, procurement contracts, or both:

- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward, procurement contract, or subcontract

under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

- It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

11. OJP Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

12. Specific Post-Award Approval Required to Use a Non-Competitive Approach in any Procurement Contract that Would Exceed \$150,000

The Subrecipient agrees to comply with all applicable requirements to obtain specific advance approval to use a non-competitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that, for purposes of federal grants administrative requirement, OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> [Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)] and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient agrees to collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

14. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient agrees to comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

15. Demographic Data

The Subrecipient agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

16. Performance Reports

The Subrecipient agrees to submit (and, as necessary, require sub-Subrecipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

17. Computer Network Requirements

The Subrecipient understands and agrees that:

- a. No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography; and
- b. Nothing in the previous subsection limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

18. Prohibit Use of Funds for Association of Community Organizations for Reform Now (ACORN) and its Subsidiaries

The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract of subaward to either the ACORN or its subsidiaries, without the expressed prior written approval of OJP.

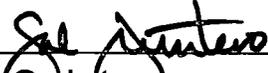
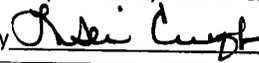
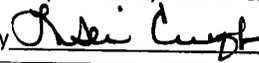
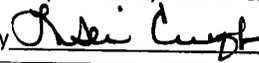
19. Access to Records

The Subrecipient authorizes the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.

20. Nondiscrimination in Programs Involving Students

The Subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs or students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION							
<p>I, the official named below, am the same individual authorized to sign the Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p>							
Authorized Official's Signature:	<div style="text-align: center;">  _____ </div>						
Authorized Official's Typed Name:	<div style="text-align: center;"> <u>Sal Quintero</u> _____ </div>						
Authorized Official's Title:	<div style="text-align: center;"> <u>Chairman, Fresno County Board of Supervisors</u> _____ </div>						
Date Executed:	<div style="text-align: center;"> <u>Jan. 23, 2018</u> _____ </div>						
Federal Employer ID #:	<div style="text-align: center;"> <u>94-6000512</u> </div>						
Federal DUNS #	<div style="text-align: center;"> <u>932953037</u> </div>						
Current System for Award Management (SAM) Expiration Date:	<div style="text-align: center;"> <u>Fresno/Fresno</u> </div>						
Executed in the City/County of:	<div style="text-align: center;"> <u>Fresno/Fresno</u> </div>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> ATTEST: BERNICE E. SEIDEL Clerk to the Board of Supervisors County of Fresno, State of California </td> <td style="width: 40%; border: none; vertical-align: bottom;"> By  Deputy </td> </tr> </table>		ATTEST: BERNICE E. SEIDEL Clerk to the Board of Supervisors County of Fresno, State of California	By  Deputy				
ATTEST: BERNICE E. SEIDEL Clerk to the Board of Supervisors County of Fresno, State of California	By  Deputy						
<p>AUTHORIZED BY: <i>(not applicable to State agencies)</i></p>							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> City Financial Officer</td> <td style="width: 50%; border: none;"><input checked="" type="checkbox"/> County Financial Officer</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> City Manager</td> <td style="border: none;"><input type="checkbox"/> County Manager</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Governing Board Chair</td> <td style="border: none;"></td> </tr> </table>		<input type="checkbox"/> City Financial Officer	<input checked="" type="checkbox"/> County Financial Officer	<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager	<input type="checkbox"/> Governing Board Chair	
<input type="checkbox"/> City Financial Officer	<input checked="" type="checkbox"/> County Financial Officer						
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Signature:	<div style="text-align: center;">  _____ </div>						
Typed Name:	<div style="text-align: center;"> <u>Oscar J. Garcia</u> _____ </div>						
Title:	<div style="text-align: center;"> <u>Auditor-Controller/Treasurer-Tax Collector</u> _____ </div>						

Project Narrative

Problem Statement

The Fresno County Probation Department's Victim/Witness Assistance program has been a part of the community since 1975. Prior to that time, crime victims received no assistance from public or private social work or criminal justice agencies to ease their recovery from crime or to meet necessities arising from victimization. Victims were not able to obtain critical information regarding court processes or referral services, nor did they receive attention and guidance in coping with the stresses created by the criminal justice experience.

In 1975, the Fresno County Board of Supervisors designated the Probation Department as the agency to fill this gap in services. "The Victim/Witness Project" in Fresno County was the first Victim Advocacy program in California to be offered through a Probation Department. Funding through the California Office of Emergency Services (Cal OES) continues to make this project possible.

Now known locally as the *James Rowland Crime Victim Assistance Center (CVAC)*, the Fresno County Victim/Witness Project provides victims of all types of crime with comprehensive services, including the fourteen mandatory and all ten optional services delineated in Section 13835 of the California Penal Code.

Each year CVAC provides services to over 5,000 new victims of crime. Fresno County has expanded service locations over the years from a single office to three separate locations. This growth was achieved through extended community outreach and our working relationships with agencies providing services to local crime victims. Outreach to rural populations and inter-agency collaboration has built a solid foundation for providing quality services to victims of crime in Fresno County. From the beginning, CVAC has developed, nurtured, and expanded

relationships with agencies that serve victims, including: the District Attorney's Office, local Law Enforcement agencies, women's shelters, rape counseling programs, therapeutic programs, medical providers, funeral directors, and Human Services agencies. These efforts have improved access to services and developed strategies to identify, refer and address the on-going needs of victims and witnesses of all types of crime, resulting in no limitation of services to specific crime types. Operational Agreements, interagency roundtable committees, interagency cross-training and monthly meetings to coordinate services strengthen these relationships while maintaining the professional standards of this agency.

Many in the community fail to recognize that serving victims is a critical component of the criminal justice system. CVAC will continue to provide media and educational campaigns, trainings for new service providers, and community outreach in a concerted public education effort. Public awareness of the impact of crime on victims and of services available to victims through this program is vital to reaching those who need it most.

Fresno County is the sixth largest of 58 California counties covering 6,017 square miles and offering both rural and urban lifestyles in a variety of landscapes. According to the California Department of Finance, Fresno is the tenth most populated county with 974,861 residents. 65% of the County's population resides near the center of the county in the densely populated, adjoining cities of Fresno and Clovis. This balance resides in suburban, rural and agricultural areas of Fresno County, which include 13 small cities, 42 towns, and many remote settlements that offer little to no direct services to residents.

Fresno County's population increased by 10.4%, nearly twice the statewide growth rate of 5.6% from 2005-2015. During most of that period, state and federal funding for CVAC remained level, or dropped, so we are gratified that the available grant funding amount for 2017-

18 has increased. However, there are many challenges in providing services to a growing population with limited resources.

To compound the challenge of growth, the abundance of cultural diversity in Fresno County necessitates a wide-ranging outreach to victims. Establishing trust within these cultural communities requires ongoing awareness training for staff, while translation services and printed materials that provide an effective means of communication require additional resources. Fresno County is home to 112 distinct cultural groups with extensive diversity in languages, customs and norms. Unfortunately, victims in some of these cultural groups are reluctant to seek help from outsiders. They may also be suspicious of the judicial system and its process, making it even more difficult for staff of CVAC to serve them.

The Hmong community in the Fresno Metropolitan area is a perfect example. Hmong cultural beliefs discourage advocacy outside the Hmong Community, creating stigmatism towards victims and families who seek assistance from “outside.” Often these cultural differences result in unreported victimization, so providing victim services to this particular population has been challenging. However, a tragic event in Fresno County in March of 2015 resulted in CVAC serving the victim’s family and informing both the family and Hmong funeral owner/director of the benefits of Cal VCP. Continued outreach efforts are necessary to build relationships with Hmong community leaders and organizations.

The Native American communities are also challenging due to the existing infrastructure within local tribes, distrust of outsiders, and stigmatism—which plays a major role in close-knit communities. CVAC will continue to provide outreach services to members of the three local tribes in Fresno County and strive to strengthen relationships with tribal leaders.

Plan and Capabilities

The CVAC is committed to reducing the effects and trauma of crime by meeting the needs of victims of all crime types. This plan will be accomplished by the recruitment and maintenance of qualified, trained staff to provide the fourteen mandatory and all ten optional services established in Section 13835 of the California Penal Code. These services are directed to victims of all crime types, all ages, all ethnicities, English and non-English speaking, dependent adults as well as disabled victims within the County of Fresno.

All staff and volunteers are trained to provide culturally sensitive intervention and prevention services. Bicultural and bilingual staff and volunteers are dedicated to meeting client needs, but local translation services are utilized when necessary to enable Advocates to communicate effectively in other languages. Translation services are obtained through the Lao Family Community of Fresno, the Cambodian Community of Fresno, the Southeast Asian Community Services Project, and Centro La Familia. The agency's list of translators is updated regularly.

Three Victim/Witness assistance office locations provide improved access and efficient service to victims of Fresno County. Victim/Witness Advocates in all three locations report directly to the Project Coordinator at the main office. The vehicle assigned to this project is utilized by all Victim/Witness Advocates to make field visits and to transport victims and witnesses, as needed. The after-hours number for Fresno County Victim/Witness services is (559) 288-0806, regardless of location.

Our main office, the James Rowland Crime Victim Assistance Center (CVAC), is located in downtown Fresno, across the street from the Fresno County Courthouse and the Adult Probation office, at 2233 Kern Street, Fresno, CA 93721. This office, which serves victims of

all types of crime, provides a reception area with office support staff, a victim's waiting area for court, and a child's waiting/play room and offices for Senior Victim/Witness Advocates, Victim/Witness Advocates, Probation Student Workers, a Program Technician and the Project Coordinator. The CVAC phone number is (559) 600-2822.

The second office is located in the Fresno County Senior Resource Center. It houses two Victim/Witness Advocates specializing in services to the Elderly and Dependent Adults. Also located at the Senior Resource Center are the Fresno-Madera Area Agency on Aging, Adult Protective Services, Older Adult Mental Health, and Law Enforcement Elder Abuse Crime Units. The close proximity of agencies provides a "one-stop service center" for this special population. The Fresno County Senior Resource Center is located at 2025 E. Dakota, 4th Floor, Fresno, CA 93726; the phone number is (559) 600-5490.

Our third office is located at the Juvenile Justice Campus (JJC), in the same building as the Juvenile Court, at 3333 East American Avenue, Suite B, Fresno, CA, 93725. We have one fulltime Victim/Witness Advocate at the JJC, specializing in the juvenile court process and serving victims of juvenile offenders. The Advocate's office at the JJC can be reached at (559) 600-4749.

All three CVAC sites provide direct services to victims and refer them to other community resources as appropriate. Operationally, the goal is to provide services to victims within twenty-four hours of receiving a referral. This goal is accomplished through a proactive approach including coordination with law enforcement and other agencies within the county. At first contact with the victim, a needs assessment is performed and the appropriate referrals made. In the event of emotional trauma, staff provides crisis intervention services directly and/or arranges immediate provision of appropriate services with other local agencies. Emergency services,

which may include food, clothing, lodging, transportation, and other needs arising from victimization, may also be provided. The project maintains an emergency fund, established through donations, to assist victims with their immediate emergency needs. This emergency fund is maintained with control and guidelines under the Fresno County Auditor-Controller's office. The centers provide information on financial compensation through the California Victim Compensation Program, including eligibility requirements, claim forms, assistance filing the claim, and determining claim status.

Advocates make field visits to meet with victims in their homes, workplaces, shelters, or other places, as requested. Additionally, field visits are made when the presence of a Victim/Witness Advocate is requested by Therapists, Social Services, Law Enforcement, Deputy District Attorneys, or Deputy Probation Officers conducting interviews with the victims. These field visits are another avenue through which the center provides immediate assistance to the victim.

A detailed orientation to the criminal justice system is provided to each victim and/or witness. Court support, court escort, and case status/disposition information is available throughout the court process. Victim Impact Statements are sought and, when received, delivered to the Judge and all related parties for sentencing. If the victim is giving a statement directly to the Court and requests assistance, court support is provided by a Victim Advocate. Victims receive assistance from CVAC in requesting temporary restraining orders, restitution and property returns. At the request of the victim, notification of their victimization to family, friends, landlords and/or employers can be made. If further hardships are created by the crime, CVAC offers to intervene on the victim's behalf with creditors, landlords, and/or employers.

Volunteers are recruited from the community and local colleges to augment paid staff time and increase services available to victims. The Fresno County Probation Department completes a background investigation on each volunteer, which includes application and background information, DMV check, local criminal record check, and a LIVESCAN fingerprint check through the Department of Justice. Upon clearance of the background investigation, each volunteer receives a Probation Volunteer Identification Badge which authorizes the start of volunteer service. The CVAC provides an initial orientation and assigns each volunteer to a full time Advocate for supervision and training. Additional training by full time Advocates and outside providers continues during the volunteer's term as appropriate for the assignment given. Volunteers document the hours for each shift worked on the Volunteer Log, which is signed by the supervising Victim Advocate and maintained for audit purposes. Typical duties of a volunteer include: transportation of police reports from law enforcement to the Victim Advocate, reception duties, initial phone contact with new victims, assisting the Advocate with completing the Victim Compensation Application process, assisting at community presentations and events, court support, and other duties depending on the training and personal abilities of each volunteer.

Services for the hearing impaired are provided through California Relay Services for the Hearing-Impaired and the California Association for the Physically Handicapped (CAPH). A Telecommunication Device (TDD) for the Deaf or a sign language interpreter through the Fresno Deaf and Hard of Hearing agency are available for Advocates to gain access to the hearing impaired community and provide much needed information and victim services. CAPH also provides help with victims who have various physical disabilities. Services for the blind and sight-impaired, are provided in conjunction with the Valley Center for the Blind and other community resources to address the needs of the victim regarding court assistance, emergency

needs, victims compensation application and other personal issues as needed. The Central Valley Regional Center (CVRC) is utilized as a resource for developmentally disabled victims, as is the Fresno Association for Retarded Citizens (ARC). Advocates maintain mutual-aid relationships with agencies that provide services to victims with special needs, which include: California Children's Services, the Friendship Center for the Blind, Disabled American Vets and the Veterans' Center. Specialized transportation services for the handicapped are obtained through Handy Ride and Dial-a-Lift, and all three office locations are equipped to accommodate wheelchairs. Arrangements are made to ensure that appropriate handicapped access is available in providing court support for the disabled.

Cases most likely to result in trauma are referred to CVAC in a variety of ways to ensure that victims and/or family members receive services. The most immediate referrals are made by patrol officers. The CVAC annually provides updated program brochures outlining available services to all local law enforcement agencies. These brochures are distributed as each agency deems appropriate. The Fresno Police Department also provides daily reports to Victim Advocates on crimes likely to cause physical and/or emotional injury to victims. Daily logs from the Fresno County Sheriff's Department are screened and reports obtained three times each week by a volunteer. In addition, all other local law enforcement agencies throughout the county are requested to send appropriate crime reports and to refer crime victims to CVAC. The District Attorney's Office directly refers cases for victim assistance to CVAC during the filing process or during the court process. Further, the Probation Department refers many cases at the time of sentencing through a request for a Victim Impact Statement. Cases are assigned to advocates based on information in the crime reports or received from the referring agency.

Outreach letters and brochures are sent to victims of serious, traumatic, or highly publicized criminal cases, explaining and offering CVAC services and providing information about the criminal justice system and victims' compensation rights. Additionally, the advocate may make initial contact in person or by phone.

Referrals are also made by phone, in writing, or in person by hospital staff, physicians, home-health care practitioners, counselors and therapists, and other health care providers, protective services social workers for children and adults, and by members of other victim-serving agencies. Funeral home directors, attorneys, friends and relatives of victims, and persons who have previously utilized the project's services also refer victims. Clients often self-refer after learning about this program through publicity and/or media coverage generated by the center.

Operational Agreements (OA) have been signed with primary agencies to establish a process of reciprocal referrals, in-service training and a commitment to work on behalf of victims. The Operational Agreements (OA Summary Form attached) specifically indicate that CVAC will provide a thorough and timely response to the victim on all requests and referrals. It is further agreed staff will attend agency and interagency meetings to discuss strategies to implement mandated services. Both agencies maintain a mutual networking relationship, a free exchange of information and a coordination of agency services. Agency staff members also attend monthly Interagency Roundtable meetings to ensure exchange and updating of information and streamlining of the referral process.

The CVAC will continue to identify and expand community resources, to maintain and update available resource listings, and to network with local service providers, both public and private. In addition, this program will continue to provide presentations regarding victims' rights

and cross training with other agencies. Public awareness of victim services and crime prevention information will be made available through presentations to community groups, public service announcements, brochures and media coverage throughout the year. Written material and video tapes that are crime and language specific, i.e., domestic violence, crime prevention, and testifying in court, are all used to enhance presentations and to give individual information to assist victims and witnesses as needed.

The CVAC's qualified and fully trained staff is committed to providing quality service to crime victims and capable of implementing the goals, objectives, and activities in this application. The CVAC is a valuable county resource, offering a unique range of services not available to victims through other agencies.

Functioning under the umbrella of the Probation Department has allowed CVAC to utilize Probation's resources to benefit victims in the community. This includes accessibility to juvenile crime reports, criminal offender records, sentencing court orders, court calendars, restitution status, and an internal process for Victim Impact Statements to be requested and submitted to the Superior Court. The Probation Department's Business Office maintains internal accounting and administrative controls to ensure that both revenues and costs are identified by program and funding source, and compliance with mandated grant procedures is maintained. A series of checks and balances and the required Report of Expenditures form assure that Cal OES grant funds are accounted for and expended in accordance with the grant. The Probation Department continually reviews program data to ensure compliance with goals and objectives and submits status reports bi-annually as required.

An organizational chart showing CVAC's place within the Fresno County Probation Department structure is attached in the Appendix. This chart also depicts the Victim Witness

Subrecipient: County of Fresno

Subaward #: VW17360100

Program unit, the location and staffing patterns of the multiple service locations and the supporting units.

Budget Narrative

The James Rowland Crime Victim Assistance Center (CVAC) applies annually, through the State of California's Request for Applications process, for funding to provide services for Victims and Witnesses of crime in Fresno County. CVAC provides a comprehensive array of direct services to victims of all types of crime, including the fourteen mandatory services and all ten of the optional services delineated in Penal Code Section 13835.

The Governor's Office of Emergency Services (Cal OES) has allocated \$1,475,941 for Fresno County to continue this program during fiscal year 2017-18. This grant application requests funds for expenditure in the Personal Services and Operating Expenses category only. There is no allocated cost for Equipment.

The implementing agency (Probation Department) absorbs some operating expenses, including liability insurance, PeopleSoft human resources charges, PeopleSoft financial charges, Professional & Specialized charges, costs associated with building maintenance and mileage. The salaries of the Project Director and Financial Officer are not paid by funds from this grant; however, they provide direct services regarding the fiscal requirements of this grant. The Financial Officer reviews documents for financial matters required by the grant, prepares the budget and any modifications, monitors compliance with regulations and procedures mandated by the funding source, and ensures the appropriate expenditure of grant funds.

The Victim/Witness Project Coordinator is a Probation Services Manager (PSM) responsible for the day to day operation of the project. Grant related duties of the Project Coordinator/PSM include: recruitment, hiring, training, supervision and evaluation of paid staff; development and enforcement of policies and procedures for the CVAC; long and short term program planning; creation and interaction of management information for the project; facilitation of interagency communication, cooperation and interaction within the Probation

Department; grant writing; budgeting; maintaining ongoing interface with Cal OES; ensuring compliance with regulations and funding requirements; program evaluation including the preparation of quarterly progress reports; communication with the California Victims Compensation Program (Cal VCP); instituting and continuing interagency relationships with other criminal justice and victim service agencies; and representing the Victim/Witness Project to the public. The Project Coordinator/PSM aims for optimum service results within the limits of the agency's resources and coordinates with state and other local agencies to ensure that the legislative mandates are being achieved. The Project Coordinator/PSM position is classified as a Probation Services Manager within the Probation Department structure. The educational requirement attached to this position is a Bachelor's Degree in psychology, sociology, criminology, or a closely related field.

The Victim/Witness Advocate position provides the mandated and optional services to victims/witnesses of all types of crime countywide. This includes the thirteen mandatory and all ten optional services outlined in Penal Code Section 13835. These services, which are also provided to victim family members and witnesses of crimes, include advising participants of program services and outreach activities; referring program participants to professional care providers; explaining the process of the criminal justice system; accompanying victims, family members, and witnesses to court and related hearings; and assisting participants with claim applications. Sixty semester units of academic work from one or more of the following disciplines: psychology, sociology, criminology or a related field is required for this position.

The Program Technician performs various tasks which include, but are not limited to paraprofessional/technical work in support of County department programs and services in knowledge, interpretation, and application of County policies, rules, regulations, and procedures.

The Program Technician reports to the Project Coordinator/PSM and reviews the program policies, rules, regulations, and procedures as required by State for grant funding purposes. Other responsibilities include maintaining record keeping systems, data entry, and statistical input, as well as monitoring student intern and volunteer hours in accordance with the daily operations of the CVAC. The Program Technician assists the Project Coordinator with the preparation of mandated quarterly and annual reports as required by Cal OES. The Program Technician also serves as back up at the reception window, greets clients and answers incoming phone calls. Completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system is required for this position.

This program relies on services provided by volunteers. The Probation Department recruits volunteers through colleges, job fairs, community presentations and service agencies. Volunteers are required to complete an application similar to an employment application and to agree to submit to a background check. Once cleared, volunteers are issued ID cards and entered into a data base from which work units within the Probation Department may select individuals. Thus, programs can choose volunteers with full confidence that appropriate background clearances are on file, and the volunteer may begin work without delay. While all staff at CVAC is committed to serving victims of crime, one hundred percent of staff time specified in this proposal for grant funding is committed to the goals and objectives of this project.

No mid-year salary range adjustment is required, as it has been calculated over a twelve-month period and is reflected in the Personal Service section of this report. Some operating expenses absorbed by the Probation Department allow program staff to be responsive to the basic rights and needs of victims and witnesses within Fresno County. The Probation Department's provision of space, supplies, office equipment, communication technology, administrative

support and transportation provides a base from which grant-funded program staff is able to provide efficient and effective delivery of services which are consistent with the stated goals and objectives outlined in the grant application.

The operating expenses include costs associated with increasing personal to include additional Extra Help Victim Witness Advocates and Probation Student Workers. The Crime Victim Assistance Center requires additional victim advocates and probation student workers, with skills and competency to work with victims of violent crime and in need of crisis intervention. Staff will handle documentation, correspondence, and record keeping of all contacts in Adult Probation System case management system.

The new hires will prepare and manage correspondence with CalVCP, law enforcement, District Attorney's office, retrieve police reports and necessary documents required to process CalVCP applications, handle incoming referrals, interview and assess the victims needs and enter chronological notes, maintain schedules and calendars, implement and maintain office and filing systems, collate information from various sources, maintain databases, and coordinate the flow of information externally and internally.

At present, victim advocates perform these job functions with limited resources, which includes the respective Senior Advocate. Hiring additional staff will allow the Senior Advocate to delegate such routine matters, leaving them free to perform their core operational functions without distractions.

CVAC staff is working with caseloads of up to 400. Due to the large caseloads advocates are overwhelmed with the number of applications that are processed, in addition to the other responsibilities as outlined in the statute, and are unable to provide case management services.

The addition of staffing positions will allow CVAC to provide victims immediate access to shelter, and transportation therefore; and with sufficient staffing case management will be incorporated in a timely fashion.

The services provided through this grant will require vast outreach to law enforcement agencies throughout all of Fresno County, community based organizations, and faith based organizations and the unincorporated areas in Fresno County.

Hiring additional staff will allow for reorganization of CVAC to include a team of staff conducting outreach and education to the public, reconfiguration of caseloads, case management, and form a collaborative committee with the service providers to ensure we are meeting the requirements and objectives of the grant.

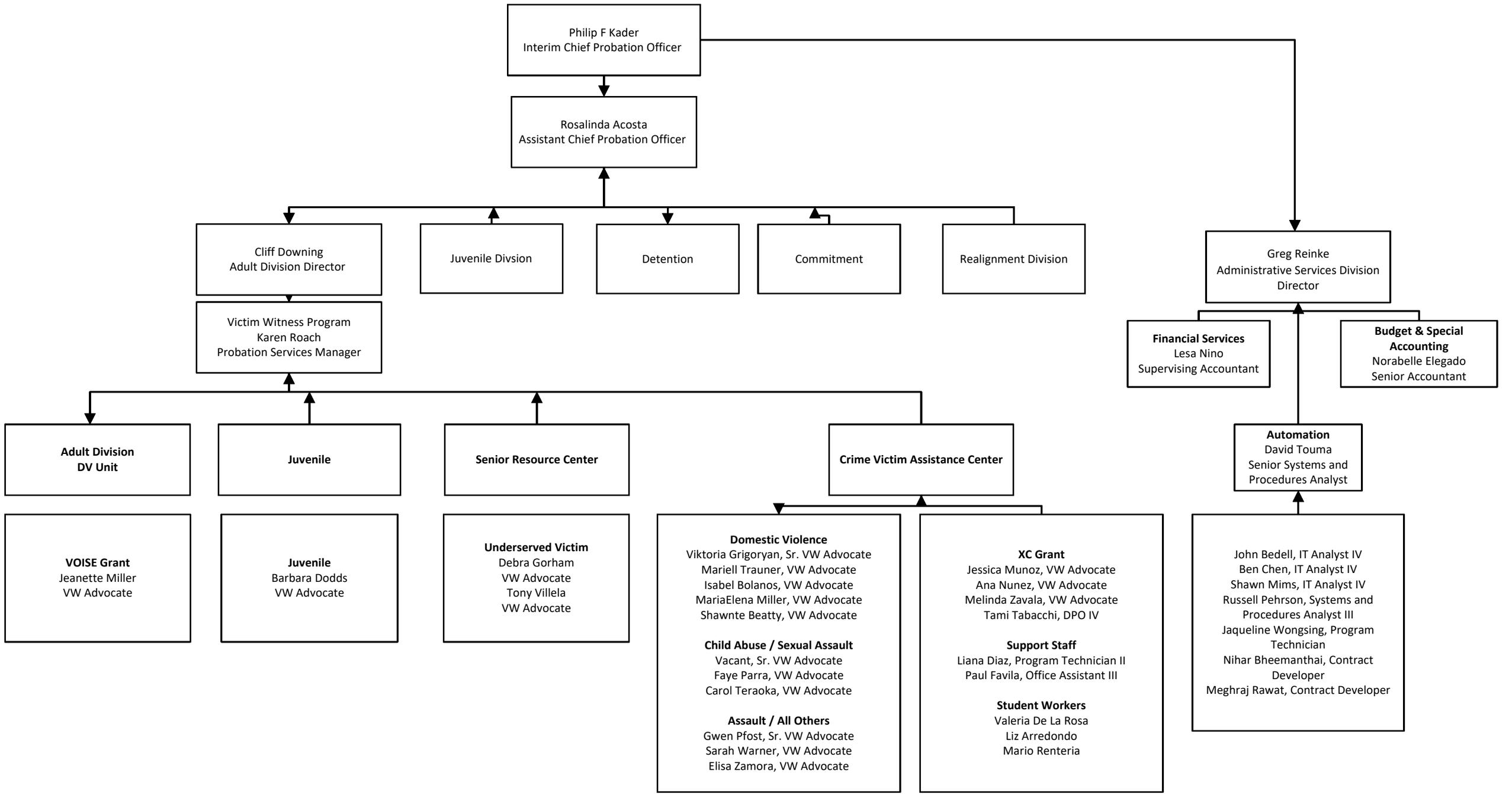
Our mission as a member of the criminal justice system is to provide protection for the community, support victim advocacy, and deliver essential services to the courts. Victim advocates will have the opportunity to enhance existing services to victims in Fresno County. NOTE: Position Descriptions for all staff funded by the grant are included in the Application Appendix.

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Fresno	Subaward #: VW17360100			COST
	VOCA 16	16 VOCA TOTAL MATCH		
		17 VWAO (Matching 16 VOCA)	Local Match	
A. Personal Services – Salaries/Employee Benefits				
Project Coordinator (Probation Services Manager) 1 @ 100%				
Salary - (\$3,106 x 26 pay period) = \$80,756	\$80,756			\$80,756
Unemployment - \$15 per EE per annum	\$15			\$15
Retirement - 65.83% of Salary (\$80,976 x 65.83% = \$53,162)	\$53,162			\$53,162
OASDI - 7.65% of Salary (\$80,756 x 7.65% = \$6,178)	\$6,178			\$6,178
Health Insurance - \$9,996 per annum	\$9,996			\$9,996
Benefit Administration - \$88 per annum	\$88			\$88
SR. VICTIM WITNESS ADVOCATE 2 @ 100 % (Step 5)				
Salary - (\$1,960 x 26 pay period x 2 employees = \$101,920)	\$101,920			\$101,920
Unemployment - \$15 per EE per annum (\$15 x 2 = \$30)	\$30			\$30
Retirement - 65.83% of Salary (\$101,920 x 65.83% = \$67,094)	\$67,094			\$67,094
OASDI - 7.65% of Salary (\$101,920 x 7.65% = \$7,797)	\$7,797			\$7,797
Health Insurance - \$7,386 per annum (\$7,386 x 2 = \$14,772)	\$14,772			\$14,772
Benefit Administration - \$88 per annum = (\$88 x 2 = \$176)	\$176			\$176
VICTIM WITNESS ADVOCATE 1 @ 100 % (Step 5)				
Salary - (\$1,837 x 26 pay period = \$47,762)	\$47,762			\$47,762
Unemployment - \$15 per EE per annum	\$15			\$15
Retirement - 65.83% of Salary (\$47,762 x 65.83% = \$31,442)	\$31,442			\$31,442
OASDI - 7.65% of Salary (\$47,762 x 7.65% = \$3,654)	\$3,654			\$3,654
Health Insurance - \$7,386 per annum	\$7,386			\$7,386
Benefit Administration - \$88 per annum	\$88			\$88
VICTIM WITNESS ADVOCATE 2@ 100 %, RETIREMENT @ TIER 2				
Salary - (\$1,837 x 26 pay period x 2 employees = \$95,524)	\$95,524			\$95,524
Unemployment - \$15 per EE per annum (\$15 x 2 = \$30)	\$30			\$30
Retirement - 62.68% of Salary (\$95,524 x 62.68% = \$59,874)	\$59,874			\$59,874
OASDI - 7.65% of Salary (\$95,524 x 7.65% = \$7,308)	\$7,308			\$7,308
Health Insurance - \$7,386 per annum (\$7,386 x 2 = \$14,772)	\$14,772			\$14,772
Benefit Administration - \$88 per annum = (\$88 x 2 = \$176)	\$176			\$176
VICTIM WITNESS ADVOCATE 1 @ 100 %, RETIREMENT @ TIER 1				
Salary - (\$1,837 x 26 pay period = \$47,762)	\$47,762			\$47,762
Unemployment - \$15 per EE per annum	\$15			\$15
Retirement - 65.83% of Salary (\$47,762 x 65.83% = \$31,442)	\$31,442			\$31,442
OASDI - 7.65% of Salary (\$47,762 x 7.65% = \$3,654)	\$3,654			\$3,654
Health Insurance - \$9,996 per annum	\$9,996			\$9,996
Benefit Administration - \$88 per annum	\$88			\$88
VICTIM WITNESS ADVOCATE 2 @ 100 %, RETIREMENT @ TIER 5				
Salary - (\$1,529 x 26 pay period x 2 EE = \$79,508)	\$79,508			\$79,508
Unemployment - \$15 per EE per annum (\$15 x 2 = \$30)	\$30			\$30
Retirement - 51.86% of Salary (\$79,508 x 51.86% = \$41,233)	\$41,233			\$41,233
OASDI - 7.65% of Salary (\$79,508 x 7.65% = \$6,082)	\$6,082			\$6,082
Health Insurance - \$7,386 per annum (\$7,386 x 2 = \$14,772)	\$14,772			\$14,772
Benefit Administration - \$88 per annum = (\$88 x 2 = \$176)	\$176			\$176
VICTIM WITNESS ADVOCATE 4 @ 100 %, RETIREMENT @ TIER 5				
Salary - (\$1,481 x 26 pay period X 4 EE = \$154,024)	\$99,209	\$54,815		\$154,024
Unemployment - \$15 per EE per annum (\$15 x 4 = \$60)	\$60			\$60
Retirement - 51.86% of Salary (\$154,024 x 51.86% = \$79,877)	\$79,877			\$79,877
OASDI - 7.65% of Salary (\$154,024 x 7.65% = \$11,783)	\$11,783			\$11,783
Health Insurance - \$7,386 per annum (\$7,386 x 4 = \$29,544)	\$29,544			\$29,544
Benefit Administration - \$88 per annum = (\$88 x 4 = \$176)	\$352			\$352
PROGRAM TECHNICIAN 1 @ 100%				
Salary - (\$1,976 x 26 pay period = \$51,376)		\$51,376		\$51,376
Unemployment - \$15 per EE per annum		\$15		\$15
Retirement - 65.83% of Salary (\$51,376 x 65.83% = \$33,821)		\$33,821		\$33,821
OASDI - 7.65% of Salary (\$51,376 x 7.65% = \$3,930)		\$3,930		\$3,930
Health Insurance - \$9,996 per annum		\$9,996		\$9,996
Benefit Administration - \$88 per annum		\$88		\$88
OFFICE ASSISTANT 1 @100%				
Salary - (\$1,466 x 26 pay period = \$38,116)		\$38,116		\$38,116
Unemployment - \$15 per EE per annum		\$15		\$15
Retirement - 65.83% of Salary (\$38,116 x 65.83% = \$25,092)		\$12,926	\$12,166	\$25,092
OASDI - 7.65% of Salary (\$38,116 x 7.65% = \$2,916)			\$2,916	\$2,916
Health Insurance - \$9,996 per annum			\$9,996	\$9,996
Benefit Administration - \$88 per annum			\$88	\$88
EH VICTIM WITNESS 4 @ 100% 940 HRS MAX				
Salary - (\$17.95 per hr x 940 hrs x 4 EE = \$67,492)	\$67,492			\$67,492
OASDI - 7.65% of Salary (\$67,492 x 7.65% = \$5,163)	\$5,163			\$5,163
PROBATION STUDENT WORKER 4 @ 100% 940 HRS MAX				
Salary - (\$10.50 per hr x 940 hrs x 4 EE = \$39,480)	\$39,480			\$39,480
OASDI - 7.65% of Salary (\$39,480 x 7.65% = \$3,020)	\$3,020			\$3,020
Personal Section Totals	\$1,180,753	\$205,098	\$25,166	\$1,411,017
PERSONAL SECTION TOTAL				\$1,411,017

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: County of Fresno		Subaward #: VW17360100			
		VOCA 16	16 VOCA TOTAL MATCH		COST
			17 VWA0 (Matching 16 VOCA)	Local Match	
B. Operating Expenses					
Vehicle Charges/Maintenance \$250 x 12 months x 4 vehicles = \$12,000			\$12,000		\$12,000
Training					
40 Hour Entry Level Victim/Witness Training (8 VWAs) (will only claim \$16,696)			\$16,696		\$16,696
Lodging - (\$114 x 5 nights x 8 advocates) 4560					
Meals- (5 Breakfast @ \$15; 5 Lunches @ \$16; 6 Dinners @ \$28 = \$323); (\$323 x 8 advocates) 2584					
Incidental Expenses = (\$5 per day x 5 days x 8 advocates) 200					
Parking - (\$25 per day x 5 day x 5 vehicles) 1000					
					8344
Continued Educational Training (10 VWAs)					
Lodging - (\$114 x 3 nights x 10 = \$3,420) 3420					
Meals- (3 Breakfast @ \$15; 3 Lunches @ \$16; 4 Dinners @ \$28 = \$205); (\$205 x 10) 2050					
Incidental Expenses = (\$5 per day x 3 days x 10) 150					
Parking - (\$25 per day x 3 day x 3 vehicles) 225					
					5845
2018 Statewide Domestic Violence Conference (8 VWAs)					
Registration @ \$300 per participant (\$300 x 8 = \$ 2400) 2400					
Lodging - (\$114 x 1 nights x 8 VWA = \$912) 912					
Meals- (1 Breakfast @ \$15; 2 Lunches @ \$16; 2 Dinners @ \$28 = \$103); (\$103 x 8 VWA) 1640					
Incidental Expenses = (\$5 per day x 1 days x 8) 40					
Parking - (\$25 per day x 1 day x 3 vehicles) 75					
					2667
Total for training			16856		
Office Expense				\$6,900	\$6,900
Printing of brochures describing available services 2500					
Outreach Program (Pamphlets, Tables, Chairs, Carts, Tablecloth, Tote, Pens for Victims) 2000					
Postage - \$200 x 12 months 2400					
					6900
Data Processing - (\$2,444 x 12 months = \$29,328)			\$3,679	\$25,649	\$29,328
Commercial Phone Bills 157					
PC Rental 252					
MS Enterprise License 238					
Cellular Voice and Data 45					
LAN Admini -County 667					
Equipment Administration 420					
I-Net Line Charges 279					
Telephone Network Connect 152					
Telephone Desktop Hardware 234					
					2444
OPERATING SECTION TOTAL		\$0	\$32,375	\$32,549	\$64,924
OPERATING SECTION TOTAL					\$64,924



Fresno County Probation Department

Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals		Date OA Signed (xx/xx/xxxx)	Dates of OA		
			From:	to	To:
1.	Central Valley Regional Center	06/17/15	06/30/15	to	07/01/18
2.	Fresno County Deaf and Hard of Hearing Service Center	06/17/15	06/30/15	to	07/01/18
3.	Fresno County District Attorney	06/17/15	06/30/15	to	07/01/18
4.	Marjaree Mason Center	06/17/15	06/30/15	to	07/01/18
5.	Clovis Police Department	06/05/15	06/30/15	to	07/01/18
6.	Firebaugh Police Department	06/17/15	06/30/15	to	07/01/18
7.	Fresno City Police Department	06/19/15	06/30/15	to	07/01/18
8.	Fresno County Sheriffs Office	06/17/15	06/30/15	to	07/01/18
9.	Kerman Police Department	06/24/15	06/30/15	to	07/01/18
10.	Kingsburg Police Department	06/17/15	06/30/15	to	07/01/18
11.	Orange Cove Police Department	07/29/15	06/30/15	to	07/01/18
12.	Reedley Police Department	07/23/15	06/30/15	to	07/01/18
13.	Selma Police Department	06/19/15	06/30/15	to	07/01/18
14.	Fresno County Department of Social Services	09/04/15	07/01/15	to	07/01/18
15.	Rape Counseling Services of Fresno	03/18/16	07/01/15	to	07/01/18
16.				to	
17.				to	
18.				to	
19.				to	
20.				to	

Use additional pages if necessary.

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

Fresno*

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

4
16*
21
22

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

23
31*

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

14*
16

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

974,861



PROBATION SERVICES MANAGER

Bargaining Unit: 40 - Probation Services
Managers

Class Code:
2003

COUNTY OF FRESNO
Revision Date: Nov 24, 2014

SALARY RANGE

\$30.35 - \$38.83 Hourly
\$2,428.00 - \$3,106.00 Biweekly
\$5,260.67 - \$6,729.67 Monthly
\$63,128.00 - \$80,756.00 Annually

DESCRIPTION:

Under general direction, manages the activities of a program, unit, and/or function within a division of the Probation Department; and performs related work as required.

The Probation Department, under administration of the Chief Probation Officer, is a State-mandated, justice system department. The Department is responsible for preparing pre-sentence evaluations, providing pre-trial services, conducting evidence-based practice assessments, and providing pre and post-sentence supervision of adult and juvenile offenders, to include preventive services.

The Probation Services Manager, reporting to a Probation Division Director, manages the day-to-day operations and activities of a program, unit and/or function within a division of the Probation Department. Responsibilities include planning, developing, interpreting, implementing and evaluating program goals, policies and procedures in compliance with federal, state, and local rules and regulations; joint agency planning and implementation; and supervising subordinate staff.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for positions in this classification.

- Manages the day-to-day operations and activities of a program, unit and/or function within a division of the department.
- Plans, develops, establishes, implements, evaluates, coordinates, communicates, and interprets department and division goals, objectives, policies, procedures, programs, and services in collaboration with and to department administration and subordinates.
- Interviews, selects, trains, evaluates, develops, supervises, and disciplines subordinate staff.
- Confers with a Probation Division Director and subordinates regarding programs, policies, procedures, and operational problems.
- Establishes and maintains liaison with the courts, government agencies, private agencies, and community agencies.
- Represents the Department in meetings with commissions, committees, community agencies, and other public groups.

- Prepares, develops, justifies, and manages a budget specific to a program, unit and/or function; monitors and controls expenditures.
- Confers with staff regarding difficult and problematic cases and monitors implemented problem resolution case plans.
- Assists in developing, coordinating, implementing, and evaluating in-service training programs.
- Performs special projects as directed.
- Prepares and/or directs the preparation of reports, correspondence, special studies, and research.
- Prepares and makes media presentations.
- Assists in grant preparation, oversees grant program operations, reports to the funding agencies as required.
- May serve as Acting Probation Division Director in their absence.
- May be required to maintain and use a firearm while on duty.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, state, and local criminal justice laws, regulations, codes and ordinances pertinent to adult and juvenile detention and probation work;
- Departmental practices, rules, regulations, policies and procedures;
- Personnel management and practices, including staff development and supervision;
- Effective organizational and time management principles and techniques;
- Criminal justice related legal terminology;
- Principles and practices of project management;
- Principles and practices of budget and fiscal management;
- Grant funded programs and requirements;
- Contract management and monitoring;
- Information and data gathering techniques.

Skills/Abilities to:

- Prepare and/or assist in the development of departmental rules, policies and procedures;
- Understand, interpret and apply departmental policies, rules, regulations and procedures;
- Manage and evaluate the work of staff;
- Problem solve, analyze and make recommendations for appropriate course of action;
- Research, collect, interpret and evaluate data;
- Prepare accurate, clear and concise reports and other documents;
- Communicate effectively both orally and in writing;
- Establish and maintain effective interpersonal relationships at all organizational levels, as well as with other agencies and the public;
- Demonstrate and maintain a high degree of initiative, maturity, integrity, loyalty, accountability and good judgment;
- Carry a firearm on duty for certain assignments.

MINIMUM QUALIFICATIONS:

Education: Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system.

Experience: Five (5) years of full-time, paid work experience equivalent to that gained as a Deputy Probation Officer or Supervising Juvenile Correctional Officer, or combination thereof with the County of Fresno.

Substitution: Possession of a master's degree in public administration, criminology, psychology, social work or a closely related field that is acceptable within the United States' accredited college or university system may be substituted for one (1) year of the required experience.

License: Possession of a valid Class "C" driver's license, or equivalent.

Other: Under California Penal Code Section 830.5, the Probation Services Manager classification is defined as a Peace Officer. Therefore, candidates must meet minimum standards as listed in the California Government Code Sections 1029 and 1031. In addition they must meet physical standards established by the California Board of State and Community Corrections and any other pre-employment as well as ongoing peace officer requirements pursuant to federal, state and local legislation.



SENIOR VICTIM-WITNESS ADVOCATE

Class Code:
2034

Bargaining Unit: Unrepresented

COUNTY OF FRESNO
Established Date: Sep 28, 2015

SALARY RANGE

\$19.75 - \$25.26 Hourly
\$1,580.00 - \$2,021.00 Biweekly
\$3,423.33 - \$4,378.83 Monthly
\$41,080.00 - \$52,546.00 Annually

DESCRIPTION:

Under general supervision, acts in a lead capacity over Victim-Witness Advocates or performs specialized assignments as determined by department management; provides supportive services to victims, victims' family members and witnesses participating in the Victim-Witness Assistance Program; and performs related work as required.

The Victim-Witness Advocate classification series is responsible for assisting victims of crimes by providing the mandated services of the Victim-Witness Assistance Program, pursuant to California Penal Code Section 13835 and the Victims' Bill of Rights. These services, which are also provided to victims' family members and witnesses of crimes, include advising participants of program services and outreach activities; referring program participants to professional care providers; explaining the process of the criminal justice system; accompanying victims, family members, and witnesses to court and related hearings; and assisting participants with claim applications.

The Senior Victim-Witness Advocate classification differs from the Victim-Witness Advocate classification in which incumbents at the Senior level act in a lead capacity or perform specialized assignments as determined by department management.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Acts in a lead capacity which includes assigning, reviewing and coordinating the work of Victim-Witness Advocates; provides training to lower-level staff; or functions in a specialized assignment as determined by department management.
- Interviews victims and witnesses of crimes to obtain factual information needed to determine eligibility for participation in the Victim-Witness Assistance Program.
- Advises and assists program participants in obtaining appropriate services, and refers to professional psychological, health, medical, and social services care providers.
- Provides crisis intervention, emergency assistance, and informal counseling in order to deliver timely and comprehensive responses to the immediate and long term needs of victims.
- Interprets and explains laws, rules, regulations, and procedures governing victims' rights, the criminal justice system and court proceedings, and provides information on case status and disposition.

- Assists participants in the preparation, verification, and submission of claims to the California Victim Compensation and Government Claims Board, and monitors claim progress and payment.
- Transports or arranges transportation for victims and witnesses.
- Conducts program educational presentations to law enforcement, schools, community agencies, and other criminal justice system agencies.
- Compiles statistical data for use in preparing reports and surveys; prepares reports, memoranda and correspondence.
- May translate as required to meet program participant needs. Translating may be oral or in written form.
- May accompany victims and witnesses to court proceedings and related hearings and assist with the preparation and delivery of victim impact statements.
- May act as liaison between the department and law enforcement, courts and community agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Department practices, policies, and procedures necessary to train and assign, review and coordinate the work of staff;
- Federal, State and local laws and regulations pertinent to the criminal justice system, victim services, and advocacy, including victims' rights;
- Federal, State and local judicial and law enforcement procedures;
- The California Victim Compensation and Government Claims Board;
- Interviewing, and crisis intervention techniques;
- Principles and practices of effective public speaking;
- Public and private community resources, care providers, and agencies;
- Principles and practices of recordkeeping.

Skills and Abilities to:

- Assign, review and coordinate the work of staff;
- Train staff in department work procedures and methods;
- Effectively interview program participants to obtain and record factual information;
- Understand, interpret, and apply laws, rules, and regulations related to the Victim-Witness Assistance program;
- Identify and be responsive to the needs of crime victims, including providing emergency assistance or referral to other agencies and care providers;
- Act as liaison between victims and judicial and law enforcement staff;
- Exhibit emotional stability under conditions of high stress, limited supervision, and rapidly changing situations and circumstances;
- Handle sensitive situations and confidential matters discreetly and effectively;
- Communicate effectively both orally and in writing with people of various educational, socioeconomic, and cultural backgrounds;
- Demonstrate and maintain a high degree of initiative, maturity, integrity, accountability and good judgment.

MINIMUM QUALIFICATIONS:

OPTION 1:

Education: Possession of a bachelor's degree which is acceptable within the United States' accredited college or university system in Psychology, Sociology, Social Work, Criminology, or a closely related field.

Experience: Two (2) years of full-time, paid work experience as a Victim-Witness Advocate with

the County of Fresno.

OPTION 2:

Education: Completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system. At least fifteen (15) of the required semester units must be in Psychology, Sociology, Social Work, Criminology, or a closely related field.

Experience: Two (2) years of full-time, paid work experience in victim services providing intake, counseling and referral services.

AND

Two (2) years of full-time, paid work experience as a Victim-Witness Advocate with the County of Fresno.

In addition to the options listed above, the following is required:

Other: Completion of the required minimum hours of entry level training provided by the department and pursuant to California Penal Code Section 13835.10.

Completion of the required Advanced Level Victim Advocate training approved by the State and pursuant to California Penal Code Section 13835.10.

License: Possession of a valid Class "C" driver's license, or equivalent, may be required.



VICTIM-WITNESS ADVOCATE

Bargaining Unit: Unrepresented

Class Code:
2033

COUNTY OF FRESNO
Revision Date: Apr 11, 2016

SALARY RANGE

\$17.95 - \$22.96 Hourly
\$1,436.00 - \$1,837.00 Biweekly
\$3,111.33 - \$3,980.17 Monthly
\$37,336.00 - \$47,762.00 Annually

DESCRIPTION:

Under general supervision, provides supportive services to victims, victims' family members and witnesses participating in the Victim-Witness Assistance Program; and performs related work as required.

The Victim-Witness Advocate classification series is responsible for assisting victims of crimes by providing the mandated services of the Victim-Witness Assistance Program, pursuant to California Penal Code Section 13835 and the Victims' Bill of Rights. These services, which are also provided to victims' family members and witnesses of crimes, include advising participants of program services and outreach activities; referring program participants to professional care providers; explaining the process of the criminal justice system; accompanying victims, family members, and witnesses to court and related hearings; and assisting participants with claim applications.

The Victim-Witness Advocate classification differs from the Senior Victim-Witness Advocate classification in which incumbents at the Senior level act in a lead capacity or perform specialized assignments as determined by department management.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Interviews victims and witnesses of crimes to obtain factual information needed to determine eligibility for participation in the Victim-Witness Assistance Program.
- Advises and assists program participants in obtaining appropriate services, and refers to professional psychological, health, medical, and social services care providers.
- Provides crisis intervention, emergency assistance, and informal counseling in order to deliver timely and comprehensive responses to the immediate and long term needs of victims.
- Interprets and explains laws, rules, regulations, and procedures governing victims' rights, the criminal justice system and court proceedings, and provides information on case status and disposition.
- Assists participants in the preparation, verification, and submission of claims to the California Victim Compensation and Government Claims Board, and monitors claim progress and payment.
- Transports or arranges transportation for victims and witnesses.

- Conducts program educational presentations to law enforcement, schools, community agencies, and other criminal justice system agencies.
- Translates as required to meet program participant needs. Translating may be oral or in written form.
- Compiles statistical data for use in preparing reports and surveys; prepares reports, memoranda and correspondence.
- May accompany victims and witnesses to court proceedings and related hearings and assist with the preparation and delivery of victim impact statements.
- May act as liaison between the department and law enforcement, courts and community agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, State and local laws and regulations pertinent to the criminal justice system, victim services, and advocacy, including victims' rights;
- Federal, State and local judicial and law enforcement procedures;
- The California Victim Compensation and Government Claims Board;
- Interviewing and crisis intervention techniques;
- Principles and practices of effective public speaking;
- Public and private community resources, care providers, and agencies;
- Principles and practices of recordkeeping.

Skills/Abilities to:

- Effectively interview program participants to obtain and record factual information;
- Understand, interpret, and apply laws, rules and regulations related to the Victim-Witness Assistance program;
- Identify and be responsive to the needs of crime victims, including providing emergency assistance or referral to other agencies and care providers;
- Act as liaison between victims and judicial and law enforcement staff;
- Exhibit emotional stability under conditions of high stress, limited supervision, and rapidly changing situations and circumstances; Handle sensitive situations and confidential matters discreetly and effectively; Communicate effectively, both orally and in writing with people of various educational, socio-economic, and cultural backgrounds;
- Demonstrate and maintain a high degree of initiative, maturity, integrity, accountability and good judgment.

MINIMUM QUALIFICATIONS:

OPTION 1:

Education: Possession of a bachelor's degree which is acceptable within the United States' accredited college or university system in Psychology, Sociology, Social Work, Criminology, or a closely related field.

OPTION 2:

Education: Completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system. At least fifteen (15) of the required semester units must be in Psychology, Sociology, Social Work, Criminology, or a closely related field.

Experience: Two (2) years of full-time, paid work experience in victim services providing intake, counseling and referral services.

In addition to the options listed above, the following is required:

Other: Incumbents must complete the required minimum hours of entry level training provided by the department and pursuant to California Penal Code Section 13835.10 within the first twelve (12) months of appointment.



PROGRAM TECHNICIAN II

Bargaining Unit: 2 - Sheriff's & Probation
Personnel

Class Code:
3621

COUNTY OF FRESNO
Revision Date: Oct 31, 2013

SALARY RANGE

\$19.02 - \$24.35 Hourly
\$1,522.00 - \$1,948.00 Biweekly
\$3,297.67 - \$4,220.67 Monthly
\$39,572.00 - \$50,648.00 Annually

DESCRIPTION:

Under general supervision, performs paraprofessional/technical work involving the application of technical principles and procedures in support of County programs and services; and performs related work as required.

The Program Technician classification series is used in County departments to perform paraprofessional/technical work in support of County programs and services. Positions in this classification series focus on the technical aspects of the work involved in developing, implementing, and evaluating various programs within the County. In addition, positions can be used in both staff and line staff capacities. Incumbents in the Program Technician classification series typically report to incumbents occupying professional, supervisory, or managerial positions.

Program Technician II is the experienced level classification in the Program Technician series. Incumbents are expected to complete assignments with minimal supervision, and are given increased responsibility and latitude of judgment to complete assignments. The Program Technician II classification differs from Program Technician I in that the latter classification is the entry level and incumbents receive close supervision.

The Program Technician classification series differs from the general clerical classifications in that, while incumbents within the Program Technician series may perform clerical support activities, the emphasis of their job duties and responsibilities is on the command and application of technical knowledge and interpretation.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Performs paraprofessional/technical work in support of County department programs and services involving the knowledge, interpretation, and application of County policies, rules, regulations, and procedures.
- Communicates and interprets department/program policies, rules, regulations, and procedures.
- Reviews processes and maintains program transactions, records and other documents in accordance with County policies, rules, regulations, and procedures.

- Assists in the preparation and maintenance of statistical data, reports, correspondence, special studies, and conducts research.
- Provides input in developing and evaluating program policies and procedures.
- May act in a lead capacity over programs, staff or special projects, which involves assigning, reviewing and coordinating the work of staff.
- May train other staff in program policies, rules, regulations, and procedures.
- May represent the department in meetings with other County department staff, other governmental agencies, and the public.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Operations, services and activities of the department or program to which assigned;
- Department policies, rules, regulations, and procedures;
- Program terminology;
- Principles of record keeping, case files, and records management;
- Standard office applications, including computer software such as Microsoft Office;
- Proper English usage, grammar, spelling and punctuation;
- Mathematics and statistics;
- Principles and practices of effective customer service.

Skills/Abilities to:

- Understand, interpret, and apply department/program policies, rules, regulations and procedures;
- Assess and interpret the significance of report data and develop findings and recommendations based upon the data;
- Perform mathematical computations;
- Operate a personal computer, multi-line telephone system, and other office machines;
- Alphabetize, file, and maintain various records;
- Organize work and set priorities;
- Work independently and in a team-oriented environment;
- Effectively multi-task and consistently meet changing and challenging deadlines;
- Assign, review and coordinate the work of staff;
- Understand and carry out oral and written instructions;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships at all organizational levels and with the public;
- Maintain a high degree of initiative, maturity, integrity, and exercise sound judgment.

MINIMUM QUALIFICATIONS:

Applicants must qualify under one (1) of the options listed below:

OPTION 1:

Education:

Completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system.

AND

One (1) year of full-time paid work experience equivalent to that gained as a Program Technician with the County of Fresno.

OPTION 2:

Experience:

Four (4) years of full-time, paid clerical work experience, two (2) years which involved the knowledge, interpretation and application of policies, rules, regulations and procedures.

AND

One (1) year of full-time paid work experience equivalent to that gained as a Program Technician with the County of Fresno.

In addition to the options listed above, the following may be required:

License: A valid driver's license may be required.

Note: Recruitment and/or certification may be limited to candidates with an experience or education background related to the specific position vacancy.



PROBATION STUDENT WORKER (Extra-Help)

Class Code:
9787

Bargaining Unit: N/A

COUNTY OF FRESNO
Established Date: Nov 7, 2016

SALARY RANGE

\$10.50 Hourly

DESCRIPTION:

Under immediate supervision, performs a variety of tasks for Probation Department staff; and performs related work as required.

The Probation Department, under the direction of the Chief Probation Officer, is responsible for preparing pre-sentence evaluations, providing pre and post-sentence supervision of adult and youth offenders to include preventive services, juvenile detention and commitment facilities, and conducting evidence-based practice assessments.

The Probation Student Worker is an extra-help classification in which students attending or currently enrolled in an accredited college or university are utilized throughout the Probation Department. Temporary (extra-help) employees are paid an hourly rate for actual hours worked, are not entitled to benefits, do not obtain permanent status, and serve at the will of the department head.

Probation Student Workers are teamed with support, civilian, or peace officer staff to aid with various duties including, but not limited to: organizing required pre-employment information; assisting staff with various clerical projects; summarizing reports; transcribing; organizing files; assisting with the coordination of prospective employees, vendors and volunteers; running errands between multiple office locations; as well as file and record destruction. Career paths to Probation Technician, Juvenile Correctional Officer and Deputy Probation Officer are encouraged.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this extra-help classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Produces a variety of documents using word processing software.
- Assists with the application and background process for applicants, vendors and volunteers.
- Storing, retrieving, editing, organizing and printing a variety of documents.
- Sorting and retrieving data in alphabetical, numerical, or chronological order from both paper and electronic databases.
- Answers telephones and refers calls to appropriate staff member or takes messages.
- Run errands to various office locations as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Proper usage of modern office machines and equipment, including personal computers and software applications such as Microsoft Office products;
- Correct English usage, grammar, punctuation, vocabulary, and spelling;
- Alphabetical and numerical filing methods;
- Modern office methods and practices.

Skills/Abilities to:

- Learn and apply office procedures and rules;
- Communicate effectively both orally and in writing;
- Maintain files and records;
- Maintain confidentiality;
- Understand and carry out oral and written instructions;
- Operate personal computers and other modern office equipment;
- Establish and maintain effective working relationships at all organizational levels, as well as with other agencies and the public.

MINIMUM QUALIFICATIONS:

Education: Must be a student currently enrolled in a college or university that is acceptable within the United States' accredited college or university system.

FOR ACCOUNTING USE ONLY:

FUND NO.: 0001

SUBCLASS: 10000

ORG NO.: 34320409

ACCT NO.: 4380/3575