



Board Agenda Item 44

DATE: April 9, 2019

TO: Board of Supervisors

SUBMITTED BY: Kirk Haynes, Chief Probation Officer

SUBJECT: Probation Department Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution deleting one filled Supervising Program Technician effective June 17, 2019 and adding one Staff Analyst I-III position to Probation Org 3430 effective April 22, 2019 as reflected in Appendix "D".

There is no additional Net County Cost associated with the recommended action. Approval of the Recommended Action will allow the Probation Department to convert one Supervising Program Technician position to one Staff Analyst I-III position. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board were to not approve the recommended action, the Probation Department's positions will remain unchanged.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. It should be noted, the Staff Analyst I-III position has a higher pay scale than the Supervising Program Technician position; however, the immediate difference in cost is not known at this time due to the recruitment process. Any additional costs associated with the recommended action will be absorbed with salary savings in the FY 2018-19 Adopted Budget for Probation Org 3430. Subsequent budget requests for Probation Org 3430 will include any increase in cost for the Analyst position.

DISCUSSION:

The Probation Department is requesting to convert one Supervising Program Technician position to a Staff Analyst I-III position in its Personnel Unit in order to expand upon the duties that are currently being performed by the Supervising Program Technician classification, allowing for greater efficiency. Among the duties of the Staff Analyst will be to execute research, conduct studies, prepare reports, and make recommendations regarding department personnel programs and functions. This would also include assisting the Unit's Probation Services Manager with higher-level analytical assignments. This change will allow the Probation Department to operate similar to other County Departments with comparable staff size.

It is recommended the Supervising Program Technician Position be deleted June 17, 2019 to allow for the recruitment process for the new position. If the Supervising Program Technician position remains filled, a layoff notice will be served by the Department of Human Resources.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment Appendix "D"

CAO ANALYST:

Samantha Buck