DEPARTMENT: 
BY: 
PHONE: 

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

1. Adopt new class specifications and salary range for Deputy Probation Officer series (D.P.O. I, II, and III).

Deputy Probation Officer I Range 156-172
Deputy Probation Officer II Range 166-182
Deputy Probation Officer III Range 178-194

2. Designate Existing Personnel within the series as follows:

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryce Johnson</td>
<td>D.P.O. Range 164-180.5</td>
<td>D.P.O. III Range 178-194</td>
</tr>
<tr>
<td>Sue Griffith</td>
<td>D.P.O. Range 164-180.5</td>
<td>D.P.O. III Range 178-194</td>
</tr>
<tr>
<td>Gail Neal</td>
<td>D.P.O. Range 164-180.5</td>
<td>D.P.O. II Range 166-182</td>
</tr>
<tr>
<td>Tim Hawley</td>
<td>D.P.O. Range 164-180.5</td>
<td>D.P.O. II Range 166-182</td>
</tr>
</tbody>
</table>

BACKGROUND AND HISTORY OF BOARD ACTIONS:
During budget hearings for FY 92/93 the Board approved a Probation Officer Classification series (Deputy Probation Officer I, II, and III) within the Probation Department. Funding for this program adjustment was approved, effective January 1, 1993.

The requested Board action would provide class specifications for the positions, assign salary ranges to the series, and designate existing personnel within the employee allocation.

Both S.E.I.U. and A.F.S.M.E. have been notified of the proposal and to date have made no comments.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The Board could request changes to the classification or salary range recommended, delaying implementation.

COSTS: ( ) Not Applicable
A. Budgeted current FY $ 
B. Total anticipated costs $ 
C. Required additional funding $ 
D. Internal transfers $ 

SOURCE: ( ) 4/5ths Vote Required
A. Unanticipated revenues $ 
B. Reserve for contingencies $ 
C. Source description: Balance in Reserve for Contingencies, if approved: $ 

CLERK'S USE ONLY:
Res. No.: Ord. No. 
Vote - Ayes: 8 Noes: 
Absent: 
Approved: 
Denied: 
Minute Order Attached: { } No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: 
Acting: MARDIE WILLIAMS, Clerk of the Board 
County of Mariposa, State of California 
By: Deputy

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

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action
Comment: 

A.O. Initials: 

Action Form Revised 5/92
DEFINITION

With direction and supervision, investigates cases of adult and juvenile applicants for probation; to provide professional casework services to adult and juvenile offenders placed on probation, monitor the activities of clients to assure compliance with Court orders, do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level class in the Deputy Probation Officer series. Incumbents generally carry a small caseload of noncomplex cases while they develop their skills and abilities in probation work. As they gain experience and demonstrate their ability to work with a substantial degree of independence, they can reasonably expect promotion to the level of Deputy Probation Officer II. Eligibility for advancement occurs after one year.

EXAMPLES OF DUTIES

Provides guidance and counseling to probationers; assures that terms and conditions of probation are complied with; assesses client needs in developing treatment plans; interacts with parents, law enforcement, school authorities, social organizations and agencies regarding the needs and progress of probationers. Assists with pre-sentence, diversion, and dispositional reports; prepares petitions, orders and other reports for the Courts. Evaluates performance of probationers and develops recommendations for modification of orders, violations, arrests or termination. Assists with juvenile intake, crisis intervention, counselling and referrals to other agencies and/or placements. Performs "on call" duties to address problems which arise after normal working hours. May represent the Chief Probation Officer in Court and/or before agencies, groups, service organizations, or school officials.

SPECIAL REQUIREMENTS

Possession of a valid California Drivers license.
Must successfully complete basic probation officer course within one year of appointment.

DESIRABLE QUALIFICATIONS

Knowledge of: Principles of applied psychology and human behavior and their relation to the causes, extent and control of crime and delinquency.
Principles of adult and juvenile probation and social casework. Federal, state and local laws affecting the activities of the probation department.
Types and services of public and private agencies available to probationers.

ABILITY TO

Effectively work with assigned cases. analyze written and verbal reports and draw appropriate conclusions and develop recommendations. Develop and prepare a variety of records and reports. Establish and maintain effective working relationships. Speak and write clearly and effectively.

EDUCATION AND EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

A typical way to obtain this knowledge and skills would be: completion of a four year college curriculum with major work in psychology, sociology, criminology, or a related field. two years of which may be substituted with related experience.
DEPUTY PROBATION OFFICER II

DEFINITION

With direction, investigates cases of adult and juvenile applicants for probation; to provide professional casework services to adult and juvenile offenders placed on probation, monitor the activities of clients to assure compliance with Court orders, do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first fully qualified and working level in the deputy probation officer series. Incumbents generally carry a complete caseload and handle a variety of more complex probation duties. Officers in this class receive general supervision.

EXAMPLES OF DUTIES

Provides guidance and counseling to probationers; assures that terms and conditions of probation are complied with; assesses client needs in developing treatment plans; interacts with parents, law enforcement, school authorities, social organizations and agencies, regarding the needs and progress of probationers. May prepare or assist in preparation of pre-sentence, diversion, and dispositional reports; prepares petitions, orders and other reports for the Courts. Evaluates performance of probationers and develops recommendations for modification of orders, violations, arrests or termination. Assists with juvenile intake, crisis intervention, counseling and referrals to other agencies and/or placements. Performs "on call" duties to address problems which arise after normal working hours. May represent the Chief Probation Officer in Court and/or before agencies, groups, service organizations, or school officials.

SPECIAL REQUIREMENTS

Possession of a valid California Drivers license.
Must have completed basic probation officer core course. Must complete additional training as required by S.T.C. Program.

DESIRABLE QUALIFICATIONS

Knowledge of: Principles of applied psychology and human behavior and their relation to the causes, extent and control of crime and delinquency.
Casework, case planning and management including intervention and modification strategies. Principles of adult and juvenile probation and social casework. Federal, state and local laws affecting the activities of the probation department.
Types and services of public and private agencies available to probationers.
Familiarity with Court procedures and operations.
ABILITY TO

Effectively work with assigned cases, analyze written and verbal reports and draw appropriate conclusions and develop recommendations and action plans. Develop and prepare a variety of records and reports. Establish and maintain effective working relationships. Speak and write clearly and effectively. Exercise skilled judgement in the assessment and treatment of probationers.

EDUCATION AND EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

A typical way to obtain this knowledge and skills would be: completion of a four year college curriculum with major work in psychology, sociology, criminology, or a related field, two years of which may be substituted with related experience.

One year experience equivalent to a D.P.O. I in Mariposa County. Completion of "Core Course" probation officer training.
DEPUTY PROBATION OFFICER III

DEFINITION

With direction, investigates cases of adult and juvenile applicants for probation: to provide professional casework services to adult and juvenile offenders placed on probation, monitor the activities of clients to assure compliance with Court orders, do related work as required. Handles specialized caseloads and major departmental projects and/or programs.

DISTINGUISHING CHARACTERISTICS

This is the advanced, working level, professional class in the probation officer series. Incumbents handle the complete range of probation duties, including the more difficult, specialized case work. Officers in this class receive general direction, but are expected to act with independence under broad guidelines and policies. Some work direction, review and training may be provided to other staff.

EXAMPLES OF DUTIES

Assesses, investigates, reports and presents cases concerning adult and juvenile probation applicants. Assesses client needs and develops case plans to assure compliance with court orders. Assists with juvenile intake, counseling and referral. Monitors probationers performance and develops recommendations and/or reports involving modifications, revocations, arrests, or terminations. Performs "on call" duties. Directs, assists and trains other staff as required. Prepares, or assists in the preparation of grants, reports, surveys, and statistics. Leads or assists in special departmental programs or projects. May represent the Chief on boards or commissions, or in presentations to the public.

SPECIAL REQUIREMENTS

- Possession of a valid California Drivers license.
- Must successfully complete basic probation officer core course. Must complete additional training as required by S.T.C. Program.

DESIRABLE QUALIFICATIONS

- Knowledge of: Principles of applied psychology and human behavior and their relation to the causes, extent and control of crime and delinquency.
- Casework, case planning and management including intervention and modification strategies: Principles of adult and juvenile probation and social casework. Federal, state, and local laws affecting the activities of the probation department.
- Types and services of public and private agencies available to probationers.
Familiarity with Court procedures and operations. Working knowledge of principles of modern management is a plus.

ABILITY TO

Effectively work with assigned cases. Analyze written and verbal reports and draw appropriate conclusions and develop recommendations and action plans. Develop and prepare a variety of records and reports. Establish and maintain effective working relationships. Speak and write clearly and effectively. Exercise skilled judgement in the assessment and treatment of probationers. Direct the work of others toward departmental goals. Handle a variety of assignments with little direct supervision.

EDUCATION AND EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

A typical way to obtain this knowledge and skills would be: completion of a four year college curriculum with major work in psychology, sociology, criminology, or a related field, two years of which may be substituted with related experience. Two years experience equivalent to a J.P.O. II in Mariposa County. Completion of "Core Course" probation officer training.
Gene Stamm
AFSME - District Council 57
557 W. Main St.
Merced, CA 95340

Re: Proposed Changes
Deputy Probation Officer Class Specifications

Dear Gene:

During the budget process, John and Catherine discussed a change in the Deputy Probation Officer status. I am proposing that all positions be assigned to SEIU. I am enclosing herewith proposed new class specifications for a Deputy Probation Officer I/II and a Deputy Probation Officer III. Attached thereto is a copy of the job classification and descriptions for the above.

After discussing this issue with the Chief Probation Officer, it is clear that the Deputy Probation Officer III will have no ongoing responsibility for supervision for other employees, nor will they be evaluating other employees, nor will they be training employees, except in very limited circumstances. At some point in the future as the Probation Office increases in number of employees, that may have to be looked at again should the position of Deputy Probation Officer III be assigned responsibility for supervision and evaluating other employees. At this time, this is not the case, therefore, we are proposing that all three of those positions be assigned to SEIU.

I am soliciting your comments on these issues together with the proposed salary ranges. Jim Moffett is anxious to get this to the Board for approval so that he can make the necessary adjustments relative to current staff. It is my understanding that his intention is to designate two existing Probation Officers to Deputy Probation Officer II and two existing Probation Officers to Deputy Probation Officer III.
Gene Stamm  
January 12, 1993  
PAGE TWO

Please provide your comments to me by close of business on Monday, January 25, 1993 so that I might get this on the Board's agenda the first Tuesday in February. Thank you for your courtesy and cooperation regarding this matter.

Very truly yours,

Jeffrey G. Green  
County Counsel

sa

encl/as stated

cc: Jim Moffett
January 13, 1993

Benny Zubowski
President - SEIU
1645 "E" Street
Fresno, CA 93706

Re: Proposed Changes
Deputy Probation Officer Class Specifications

Dear Benny:

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[Signature]

Jeffrey G. Green
County Counsel

sa

encl/as stated

cc: Jim Moffett