

DEPARTMENT: PROBATION

BY: JAMES W. MOFFETT PHONE: (209) 966-3612
Chief Probation Office

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

Approve modification of employee allocation within the Probation Department adding one position DPO I/II and deleting one Senior Juvenile Supervisor.

Since an April 1995 departmental reorganization; a Senior Juvenile Supervisor within the department has performed the duties of Juvenile Probation Officer, under the Supervision of the Chief Probation Officer.

During this time that employee has completed the training, education, and experience requirements of the Deputy Probation Officer position.

Approval of this action would recognize the accomplishments of Mrs. Hopman and allow her to perform the duties of Deputy Probation Officer, without limitations.

Current budgeted funds are sufficient to cover the small increase in salaries.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board approved a department reorganization in April 1995 (attachment A) which created an underfill in the previously filled Deputy Probation Officer position.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Failure to approve the action would require the Chief Probation Officer to continue close supervision of juvenile casework decisions. Some functions requiring probation officer action would be left for other officers within the department.

| | |
|---|----------|
| COSTS: <input checked="" type="checkbox"/> Not Applicable | |
| A. Budgeted current FY | \$ _____ |
| B. Total anticipated costs | \$ _____ |
| C. Required additional funding | \$ _____ |
| D. Internal transfers | \$ _____ |
| SOURCE: () 4/5ths Vote Required | |
| A. Unanticipated revenues | \$ _____ |
| B. Reserve for contingencies | \$ _____ |
| C. Source description: | _____ |
| Balance in Reserve for Contingencies, | _____ |
| if approved: \$ | _____ |

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

Agenda Action Form dated 4/11/95
Memorandum to Janet Hogan 10/20/97

CLERK'S USE ONLY:

Res. No.: 97-432 Ord. No. _____

Vote - Ayes: 4 Noes: _____

 Absent: Richard Abstained: _____

mwj) Approved () Denied

) Minute Order Attached () No Action Necessary

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

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

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: JW

DEPARTMENT: Probation BY: James Moffett PHONE: 966-3612

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

Resolution authorizing the following within the Probation Department:

1) Waive hiring freeze and authorize filling of Deputy Probation Officer III position (being vacated by Sue Griffith, who has resigned her County employment effective April 28, 1995). Filling of DPO III position would occur by promoting Gail Neal from her DPO II position.

Anita Hopman, the current Senior Juvenile Supervisor will assume juvenile casework as authorized within the current job classification.

2) It is requested that the Board waive the hiring freeze and allocate a second Senior Juvenile Supervisor position in the Probation Department to oversee the Juvenile Hall and coordinate the community service project.

The recommended actions will save approximately \$2,075 per year in salary and benefit costs, since the DPO II position will not be filled.

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AUG 21 1997

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has previously adopted an employee allocation which consists of 4 DPO's (2 - DPO III's and 2 - DPO I/II's in flex class) in the Probation Department, together with one Senior Juvenile Supervisor in the Juvenile Hall as the only full time Hall staff.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Fill DPO III position by recruiting without reorganization. This would be slightly more expensive than the recommended option and eliminates promotional opportunity.

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

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

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

CLERK'S USE ONLY:
Res. No.: 95-148 Ord. No. _____
Vote - Ayes: 4 Noes: _____
Absent: None Abstained: _____
 Approved () Denied
() Minute Order Attached () No Action Necessary

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

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: [Signature]

MARIPOSA COUNTY PROBATION DEPARTMENT

M E M O R A N D U M

October 20, 1997

TO: Janet Hogan
Chief Administrative Office

FROM: James W. Moffett
Chief Probation Officer

RE: PROMOTION OF ANITA HOPMAN

I am requesting the promotion of Anita Hopman from her current classification of Senior Juvenile Supervisor to the flex class of DPO I/II. Mrs. Hopman completed the educational requirements (contained in the Deputy Probation Officer job specifications) during August 1997. She also has completed the Deputy Probation Officer CORE course.

Anita has been employed by Mariposa County Probation since 12/1/89. (County employee since 6/9/86) She began working as a clerical staff. When I arrived, Anita was functioning as "Probation Aide" on an "acting" basis.

After a brief period of time Anita was promoted to Probation Aide. The position was reclassified to Senior Juvenile Supervisor in January 1994. (See attachment) The reclassification recognized the substantial change in Anita's job as it related to the juvenile hall.

Since April 1995, Mrs. Hopman has performed the duties of Juvenile Deputy Probation Officer under my close supervision. In discussions with the C.A.O. and County Counsel, (prior to Board action) it was agreed that juvenile casework could be performed under the Senior Juvenile Supervisor job description.

The Departmental Reorganization at that time was the result of a DPO III vacancy. A DPO II, Gail Neal, was promoted to fill the opening and Mrs. Hopman assumed the duties of Mrs. Neal (juvenile caseworker). (See attachment)

At the time of the reorganization, Mrs. Hopman did not possess the necessary college units to meet the qualifying requirements for the DPO series. It was agreed that Anita would assume the duties of

Juvenile Probation Officer under my supervision on the condition she pursue the needed college coursework.

The circumstances described above (and on Attachment II) can best be viewed as an underfill. Elevation at this time would recognize Mrs. Hopman's efforts and this department's goal of professional development.

Anita has progressed significantly since first becoming a probation employee. She has assumed new duties and responsibilities with enthusiasm, skill and determination. Her performance represents a substantial contribution to this department and the County of Mariposa. I believe she is fully able and prepared to assume the role of Deputy Probation Officer. Her current salary, education and experience, would result in a placement at D.P.O. II range 165. I will find funds sufficient to cover the additional salary in the existing budget.

Margie



Superior Court of the State of California
County of Mariposa

November 4, 1997

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Mariposa, California 95338
(209) 966-2005

CHAMBERS OF
RICHARD L. MC MECHAN
JUDGE

Mariposa County
Board of Supervisors
Post Office Box 784
Mariposa, CA 95338

RE: Promotion of Anita Hopman

Honorable Members,

I am writing to encourage your approval of a revision of the Probation Departments employee allocation; adding one deputy probation officer and deleting one senior juvenile supervisor. This would allow Mrs. Hopman to fully assume the duties of a deputy probation officer.

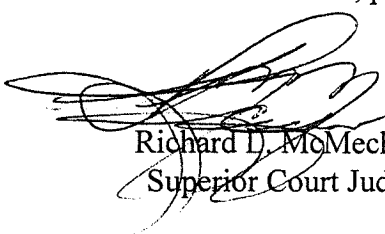
It is important to understand that there are some duties described in the codes which require the specific services of a "Probation Officer." It is my understanding that Mrs. Hopman has completed the required training, education and experience to assume that position.

Mrs. Hopman has been performing the roll of deputy probation officer, under the supervision and direction of Mr. James Moffett, our Chief Probation Officer. I agree with Mr. Moffett that it is time to recognize Mrs. Hopman's achievements and abilities by facilitating her promotion to the deputy probation officer series.

Mrs. Hopman has consistently offered significant services to the court and to the probation department. Her work with juvenile clients and their families has been very much appreciated by all of us within the justice system.

I am personally convinced that she possesses the full range of experience education, and personal attributes necessary to successfully under-take duties of a deputy probation officer.

If I can be of further assistance in this matter, please do not hesitate to call.


Richard L. McMechan,
Superior Court Judge