



# Mendocino County

## Legislation Details (With Text)

**File #:** 17-1152      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Adopted  
**File created:** 12/6/2017      **In control:** Human Resources  
**On agenda:** 12/19/2017      **Final action:**  
**Title:** Adoption of Resolution Authorizing Changes to the Position Allocation Table as Follows: Probation Budget Unit 2560, Add Two (2) FTE Supervising Deputy Probation Officers; Delete Two (2) FTE Deputy Probation Officer II  
**Sponsors:** Human Resources  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Resolution 17-196

Date	Ver.	Action By	Action	Result
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**To: Board of Supervisors**

**From:** Human Resources

**Meeting Date:** December 19, 2017

**Department Contact:** Heidi Dunham

**Phone:** 234.6600

**Department Contact:** Juanie Cranmer

**Phone:** 234.6600

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Adoption of Resolution Authorizing Changes to the Position Allocation Table as Follows: Probation Budget Unit 2560, Add Two (2) FTE Supervising Deputy Probation Officers; Delete Two (2) FTE Deputy Probation Officer II

**Recommended Action/Motion:**

Adopt Resolution authorizing changes to the Position Allocation Table as follows: Probation Budget Unit 2560, add two (2) FTE Supervising Deputy Probation Officers; delete two (2) FTE Deputy Probation Officer II; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 20, 2017, the Board of Supervisors adopted the Master Position Allocation Table for FY 2017-2018 Budget, Resolution No. 17-081.

**Summary of Request:**

The Human Resources Department is charged, as part of the overall maintenance of the classification and compensation plan, to evaluate current classifications, create new classifications (including appropriate salary levels), reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make

recommendations for additions, modifications, and corrections.

The Probation Department has reviewed their organizational needs and is requesting the addition of two (2) full-time equivalent (FTE) Supervising Deputy Probation Officer positions. The current structure provides a total of two (2) Supervising Deputy Probation Officers to provide supervisory oversight for 31 FTE allocations between the Juvenile and the Adult divisions, with 24 Deputy Probation Officer positions assigned to one (1) Supervising Deputy Probation Officer in the Adult Division. This structure requires the Division Manager to act as a first-line supervisor to assist with the demand of supervising the 24 allocations, which results in the Division Manager being unable to perform a full range of management-level work. The management team, as well as the entire Department, is suffering from lack of adequate Supervising Deputy Probation Officer allocations. The department believes by deleting two (2) FTE vacant Deputy Probation Officer II allocations they can absorb the cost adding two (2) FTE Supervising Deputy Probation Officer allocations without a budget adjustment. The fiscal impact shown below includes the cost of benefits associated with this action. The department has collaborated with the with the Executive Office on the proposed changes, including strategies to address the ongoing annual salary increases.

**Alternative Action/Motion:**

Direct staff to study and present alternatives.

**Supplemental Information Available Online at:** N/A

**Fiscal Impact:**

**Source of Funding:** Budget Unit 2560

**Current F/Y Cost:** \$15,144 Increase

**Budgeted in Current F/Y:** Yes

**Annual Recurring Cost:** \$32,830  
Increase

**Supervisory District:** All

**Vote Requirement:** Majority

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**



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Executed By: Nadia Tipton

Date: December 21, 2017

Note to Department:

Executed Documents Returned to

Department: Originals \_\_\_\_\_ Copies

\_\_\_\_\_ Hand Delivered \_\_\_\_\_ Interoffice

Mail \_\_\_\_\_ Executed Agreement Sent to

Auditor? Y/N

Final Status: **Adopted**

Executed Item No.: **Resolution** Number: 17-196