



## Legislation Text

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**File #:** 21-1708, **Version:** 1

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Probation Department recommending the Board:

- 1) Adopt and authorize the Chair to sign Resolution **143-2021** amending the current Authorized Personnel Allocation Resolution 064-2021 to add 1.0 full-time equivalent (FTE) Probation Assistant - Limited Term, for the period of November 20, 2021, through June 30, 2022;
- 2) Authorize an exception to Personnel Rule 604.2 Advanced Step Hiring, to hire at Step 5 (\$23.13 hourly);
- 3) Authorize an exception to Personnel Rule 701 General, to waive the competitive recruitment and selection process; and
- 4) Appoint Tyler O'Brien to the position of Probation Assistant - Limited Term.

**FUNDING:** General Fund.

### **DISCUSSION / BACKGROUND**

An incumbent Probation Assistant in Probation's Adult Intake Division is currently on a County-approved leave of absence. This is a critical position and is responsible for the intake function; the handoff from Administrative staff to Program staff (assigned officer).

The Probation Department (Probation) is requesting that Tyler O'Brien be hired as a Probation Assistant - Limited Term, at Step 5 of the salary range. Tyler has been employed by Probation since May 8, 2021, as a Probation Assistant - Extra Help employee. Current Personnel Rules prevent or delay hiring of an Extra Help employee into a Limited Term position without lengthy processes.

The Human Resources Department and the Chief Administrative Office have approved Mr. O'Brien's appointment pending Board approval.

### **ALTERNATIVES**

The Board could choose not to appoint Tyler O'Brien to the Limited Term position at Step 5.

### **PRIOR BOARD ACTION**

N/A

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Chief Administrative Office, Human Resources

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

There is no Net County Cost associated with this action. Cost will be covered by salary/benefit savings from this and other vacancies in the Probation Department.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon approval, Clerk of the Board to return one certified copy of the executed Personnel Resolution to Michael Reddin in Human Resources.

**STRATEGIC PLAN COMPONENT**

Public Safety

**CONTACT**

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