



Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved

File created: 10/20/2021 **In control:** Board of Supervisors

On agenda: 11/16/2021 **Final action:** 11/16/2021

Title: 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.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Approved Resolution Routing Sheet, 2. B - Resolution, 3. Executed Resolution 143-2021

Date	Ver.	Action By	Action	Result
11/16/2021	1	Board of Supervisors	Approved	Pass

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;
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- 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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