



Legislation Text

File #: 18-1105, **Version:** 1

Probation Department recommending the Board approve and authorize the Chair to sign Resolution **170-2018** amending the Fiscal Year 2018-19 approved Personnel Resolution adding 1.0 full time equivalent (FTE) Executive Assistant (Law and Justice) and deleting 1.0 FTE vacant Executive Secretary in the Probation Department.

FUNDING: General Fund.

DEPARTMENT RECOMMENDATION

The Probation Department is recommending the Board amend the FY 2018-19 approved Personnel Resolution adding 1.0 FTE Executive Assistant (Law and Justice) in the Probation Department and removing 1.0 FTE vacant Executive Assistant.

DISCUSSION / BACKGROUND

The Probation Department currently has a vacant Executive Secretary position. Recently, the Department has been assessing current staffing allocations and evaluating how to best staff the Department in order to provide the most efficient service to the community.

The Department has determined a need to replace the current vacant Executive Secretary position with an Executive Assistant (Law and Justice) position. The Probation Department, a public safety entity, requires an Executive Assistant with specialized knowledge of the justice system and Probation practices. The position of Executive Assistant (Law and Justice) would provide the Department with a more advanced level position that requires additional experience and qualifications that will better fit the needs of the Department. The position would also encompass more advanced job duties that would increase efficiency and the quality of service for internal employees and the community Probation serves.

At the time of the Department's original personnel allocation request, the position of Executive Assistant (Law and Justice) was restricted to utilization by the Sheriff's Office, District Attorney's Office or the Public Defender's Office and so the Probation Department requested the addition of the Executive Secretary. Subsequently, the Probation Department reached out Human Resources who agreed that the Probation Department would receive more benefit from an Executive Assistant (Law and Justice) than an Executive Secretary. Therefore, Human Resources amended the job classification specification of Executive Assistant (Law and Justice) to allow the Probation Department to be able to recruit for this position.

With this cooperative process completed, the Probation Department is requesting a change in their personnel allocation from Executive Secretary to Executive Assistant (Law and Justice).

ALTERNATIVES

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

During the budget process the Probation had identified funds to pay for monthly estimated wages and benefits of an Executive Secretary of approximately \$5,895. Adding the position of Executive Assistant (Law and Justice) would require an estimated additional \$346 per month or \$4,154 per year, this amount will be covered with salary savings in the current fiscal year.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Clerk of the Board to return one copy of each signed Resolutions to the Human Resources Department.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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