



## Legislation Text

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**File #:** 22-0033, **Version:** 1

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Probation Department recommending the Board adopt and authorize the Chair to sign Resolution **012-2022**, amending the Authorized Personnel Allocation Resolution 064-2021 for the Probation Department to:

- 1) Delete a vacant 1.0 FTE Sr. Office Assistant;
- 2) Delete a vacant 1.0 FTE Legal Secretary I/II; and
- 3) Add 2.0 FTE Probation Assistants

**FUNDING:** General Fund.

### **DISCUSSION / BACKGROUND**

The Probation Department is in the process of adjusting positions to provide an expanded scope of services to clients. There is an increased need for client visit coordination, increased electronic monitoring, clerical support, and a rising need for pre-trial services. To assist with the increasing need to facilitate the delivery of client-focused services, Probation requested Human Resources review potential allocation changes. Human Resources is in agreement with Probation and recommends two vacant allocations be deleted and two Probation Assistants be added to help with the increased demands placed on Probation.

### **ALTERNATIVES**

The Board can choose not to approve this item and direct Human Resources to conduct further analysis.

### **PRIOR BOARD ACTION**

N/A

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

El Dorado County Employees' Association, Local 1, AFSCME Council 57, Human Resources, and County Counsel

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

The changes in allocations will result in an estimated \$5,700 of increased General Fund costs for the remainder of Fiscal Year 2021-22. The estimated annual cost of the change in allocations is \$12,500. It is anticipated that the department will have sufficient savings from the vacancies to cover the cost of the increase for the remainder of the fiscal year, but if not they will return to the Board with the Mid-Year Budget Report with a budget transfer.

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

Upon Board adoption and approval, please provide a copy of the executed Resolution to Heather Andersen in Human Resources.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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