

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Probation	(2) MEETING DATE 10/30/2012	(3) CONTACT/PHONE Robert Reyes, 805-788-2951 Backup: Jim Salio, 805-781-1039	
(4) SUBJECT Submittal of a resolution amending the Probation Position Allocation List for Fund Center 139 - Probation to delete a 1.00 FTE Deputy Probation Officer I/II position and add a 1.00 FTE Deputy Probation Officer III position			
(5) RECOMMENDED ACTION It is recommended that the Board approve and direct the Chair to sign a resolution amending the Position Allocation List for FC 139 – Probation to delete a 1.00 FTE Deputy Probation Officer I/II position and add a 1.00 FTE Deputy Probation Officer III position.			
(6) FUNDING SOURCE(S) State Revenue SB 678	(7) CURRENT YEAR FINANCIAL IMPACT (\$24,689.00)	(8) ANNUAL FINANCIAL IMPACT \$5,113.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input checked="" type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A   Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst			
(18) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Probation / Robert Reyes, 805-788-2951  
Backup: Jim Salio, 805-781-1039

DATE: 10/30/2012

SUBJECT: Submittal of a resolution amending the Probation Position Allocation List for Fund Center 139 - Probation to delete a 1.00 FTE Deputy Probation Officer I/II position and add a 1.00 FTE Deputy Probation Officer III position

## **RECOMMENDATION**

It is recommended that the Board approve and direct the Chair to sign the resolution amending the Position Allocation List for FC 139 – Probation to delete a 1.00 FTE Deputy Probation Officer I/II position and add a 1.00 FTE Deputy Probation Officer III position.

## **DISCUSSION**

The Department has historically used Supervising Deputy Probation Officers (SDPO) to provide training to new officers in supervising probationers in the community and assume responsibility for non-supervisory duties in support of the Adult Division. These non-supervisory duties include but are not limited to Sheriff's Parole Board; Batterers Treatment Program evaluation and certification; Death Review Team for domestic violence and elder abuse; and cognitive behavior treatment attendance monitoring.

In Fiscal Year 2010-2011, the Board approved to add two DPO III FTE positions to the Department's PAL and budget in order to reassign certain duties and responsibilities identified as non-supervisory from Supervising Deputy Probation Officers (SDPO) so they could have more time to effectively supervise Deputy Probation Officers while utilizing the DPO III, a more appropriate level job class to assume the non-supervisory duties such as Department training coordinator and field training officer. In Fiscal Year 2011-2012, the Board approved to increase the DPO III FTE allocations to three positions, the additional DPO III was assigned to the Juvenile Court Officer, an assignment historically held by a supervisor.

In FY 2011-12 the Probation Department also increased the number of Deputy Probation Officers (DPO) to meet the growing offender population to ensure an appropriate level of supervision in the community and replace officers lost due to internal promotions or retirements that occurred during this fiscal period. This has created significant hiring and field training needs, and the need for more direct supervision by supervisors to provide coaching, mentoring, and oversight of new officers. In examining Probation's current DPO III allocated positions, the duties include: conducting background investigations, providing field training, serving as Juvenile Court Officer and coordinating all mandated training for officers, the current DPO III positions are not sufficient to meet the current hiring and satisfying training needs for new officers; or taking on non-supervisory duties from supervisors to allow for more direct supervision of new officers.

The added DPO III will be assigned to the Adult Division and assume current non-supervisory duties assigned to supervisors, have limited caseload supervision responsibilities of out-of-state high risk offenders residing in the county and conduct field training for new field officers. It is expected when the short term field training need is addressed, the DPO III will be utilized to support ongoing Adult Division programs and activities historically assigned to unit supervisors; provided ongoing training to field officers as mandated by the Department Annual Training Plan; continue to conduct field

training as needed; and maintain limited caseload supervision responsibilities.

The DPO I/II position that would be deleted is current vacant and the cases have been re-distributed to other officers; as a result there would be no service level impact due to this change. The new DPO III position would have an annual cost to the Department of approximately \$5,113 (salary and benefits at step 4).

**FINANCIAL CONSIDERATIONS**

Adding one additional DPO III position will allow the Department to meet ongoing training needs and enhance the efficiency of unit supervisors with negligible impact on the Department’s budget. The conversion of a vacant DPO II position to a DPO III position results in a modest salary savings in Year 1 and small savings in Years 2 and 3. This salary savings is projected due to the DPO III position being promoted from within the Department, creating a vacant DPO I/II position.

This vacancy would be filled at a DPO I, Step 1 level, resulting in salary savings for the first three years of the change. In year two, the DPO I would be converted to a DPO II through a non-competitive career series promotion pursuant to Civil Service Rule 5.05. This results in a smaller savings in years two and three. Year 4 and beyond will result in a modest incremental cost to the Department for the additional DPO III. The annual cost by Year 6 is projected to be \$10,212. The Department will pay for the additional expense of the DPO III with non-General Fund revenue such as SB 678 or Prop 172 funding sources.

<b>Table 1 - Summary of budget impact converting DPO II to DPO III</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
DPO III, Step 4	\$112,188	\$117,287	\$117,287	\$117,287	\$117,287	\$117,287
DPO II, Step 5	\$107,075	\$107,075	\$107,075	\$107,075	\$107,075	\$107,075
<b>Increase (Expenses)</b>						
(DPO III - DPO II, St 5)	\$ 5,113	\$ 10,212	\$ 10,212	\$ 10,212	\$ 10,212	\$ 10,212

<b>Table 2 - Salary savings from hiring new DPO I to replace promoted DPO II</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
DPO II, Step 5	\$107,075	\$107,075	\$107,075	\$107,075	\$107,075	\$107,075
DPO I, Step 1	\$ 77,273	\$ -	\$ -	\$ -	\$ -	\$ -
DPO II, Step 1	\$ -	\$ 90,320	\$ 94,201	\$ 98,281	\$102,562	\$107,075
<b>Decrease (Savings)</b>						
(DPO II - DPO I/DPO II)	\$ 29,802	\$ 16,755	\$ 12,874	\$ 8,794	\$ 4,513	\$ -

<b>Budget impact over next six years.</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
<b>Net Impact</b>	\$(24,689)	\$ (6,543)	\$ (2,662)	\$ 1,418	\$ 5,699	\$ 10,212

**RESULTS**

Board approval of the proposed deletion of a DPO II vacant position and the addition of a DPO III FTE position will support the Probation Department’s short term need to meet Department field training mandates for new officers assigned to community supervision and long term goals to utilize supervisory staff in a manner that makes them more available to

provide direct supervision, coaching, mentoring and oversight to new or less experienced Deputy Probation Officers by shifting non-supervisory duties and ongoing Department training responsibilities to the Deputy Probation Officer III class.

**ATTACHMENTS**

1. PAL Resolution deleting a DPO I/II and adding a DPO III