

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

|  |   |  |                      |
|--|---|--|----------------------|
| (1) DEPARTMENT<br>Human Resources  | (2) MEETING DATE<br>7/7/2015                | (3) CONTACT/PHONE<br>Tami Douglas-Schatz<br>805-781-5959   |                      |
| (4) SUBJECT<br>Introduction of an amendment to Section 2.40.060 of the County Code to create the Assistant Chief Probation Officer position approved in the FY 2015-16 adopted budget and add the position to the list of unclassified service positions. Hearing date set for July 14, 2015. All Districts.   |   |  |                      |
| (5) RECOMMENDED ACTION<br>It is recommended that the Board: <ol style="list-style-type: none"> <li>1. Introduce an ordinance change to amend Section 2.40.060 of the County Code to create the Assistant Chief Probation Officer position and add the position to the list of unclassified service positions, and;</li> <li>2. Set July 14, 2015 as the date for a public hearing to review the amendment to the ordinance.</li> </ol> |   |  |                      |
| (6) FUNDING SOURCE(S)<br>N/A   | (7) CURRENT YEAR FINANCIAL IMPACT<br>\$0.00 | (8) ANNUAL FINANCIAL IMPACT<br>\$0.00  | (9) BUDGETED?<br>N/A |
| (10) AGENDA PLACEMENT<br><input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)  |   |  |                      |
| (11) EXECUTED DOCUMENTS<br><input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input checked="" type="checkbox"/> Ordinances <input type="checkbox"/> N/A   |   |  |                      |
| (12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)<br>N/A   |   | (13) BUDGET ADJUSTMENT REQUIRED?<br>BAR ID Number: N/A<br><input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A |                      |
| (14) LOCATION MAP<br>N/A   | (15) BUSINESS IMPACT STATEMENT?<br>No       | (16) AGENDA ITEM HISTORY<br><input checked="" type="checkbox"/> N/A    Date: _____   |                      |
| (17) ADMINISTRATIVE OFFICE REVIEW<br><br>Leslie Brown  |   |  |                      |
| (18) SUPERVISOR DISTRICT(S)<br>All Districts   |   |  |                      |

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Human Resources / Tami Douglas-Schatz  
805-781-5959

DATE: 7/7/2015

SUBJECT: Introduction of an amendment to Section 2.40.060 of the County Code to create the Assistant Chief Probation Officer position approved in the FY 2015-16 adopted budget and add the position to the list of unclassified service positions. Hearing date set for July 14, 2015. All Districts.

## **RECOMMENDATION**

It is recommended that the Board:

1. Introduce an ordinance change to amend Section 2.40.060 of the County Code to create the Assistant Chief Probation Officer position and add the position to the list of unclassified service positions, and;
2. Set July 14, 2015 as the date for a public hearing to review the amendment to the ordinance.

## **DISCUSSION**

In Fiscal Year 2010-2011 the Probation Department eliminated the vacant Assistant Chief Probation Officer position from the budget and the classification system as cost saving measure to balance the department's budget and to avoid the elimination of Deputy Probation Officer positions. At the same time, Probation's four Division Director positions were converted to Chief Deputy Probation Officer positions, for a net savings of \$140,000 annually. The duties of the Assistant Chief Probation Officer were spread out among the Chief Deputies. After five years, the Assistant Chief Probation Officer position was added back to Probation's position allocation list in the FY 2015-16 adopted budget.

The Assistant Chief Probation Officer position is important to move the Probation Department forward toward achieving its vision of being a respected leader in the juvenile and criminal justice systems by providing integrated, balanced services and solutions within community corrections resulting in a fair, just, and safe community. The addition of this newly defined position will allow for more integration of internal operations while keeping focused on State and Federal policies which have a direct effect community corrections practices and funding. Additionally, it will also allow for a more direct chain of command which clearly identifies one individual who may act on behalf of the Chief Probation Officer in the event the Chief is unavailable.

The Human Resources Department conducted an analysis to determine the positions appropriate employment status and it was determined to establish it as an unclassified or "at will" position. This is consistent with the other two law enforcement departments in the County of San Luis Obispo (Sheriff's Office and District Attorney's Office) and is in line with progressive practices across Probation departments. Additionally, the unclassified designation promotes trust and transparency which is important for law enforcement leadership positions.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel has reviewed the ordinance change as to form.

## **FINANCIAL CONSIDERATIONS**

There are no direct financial implications associated with the proposed ordinance change. The addition of the Assistant Chief Probation Officer position was approved as part of the FY 2015-16 adopted budget will have a total annual expense of \$208,793 for total compensation (salary and benefits).

## **RESULTS**

As the second in command for the Probation Department, the Assistant Chief Probation Officer will be responsible for several major departmental initiatives. Items targeted for development in the first year are as follows:

- Develop and implement a plan to increase the Medi-Cal Administrative Activities revenue. Medi-Cal Administrative Activities is an important federal funding source that has been lacking since the Assistant Chief Probation Officer position has been vacant.
- Develop a complete written operational manual for the Juvenile Hall treatment program. This will allow the department to secure additional funding through the "Juvenile Justice Realignment" Senate Bill 81.
- Develop the strategic plan addressing the implementation of evidenced based practices not currently being used in the probation department. For the first time since the passing of AB 109 Public Safety Realignment in 2011, the Probation department will now have more resources to dedicate to measuring the success of the County's realignment plan.
- Develop and publish an annual report outlining the outcomes related to the plan.

This ordinance change is intended to establish a more effective working relationship between the Assistant Chief Probation Officer, the public and subordinate employees.

## **ATTACHMENTS**

1. Attachment 1 - Amended Ordinance 2.40.060 with strikethrough
2. Attachment 2 - Amended Ordinance 2.40.060 clean version