

**SIDE LETTER AGREEMENT
BETWEEN CONTRA COSTA COUNTY AND
DEPUTY SHERIFF'S ASSOCIATION PROBATION AND PROBATION
SUPERVISOR'S UNIT**

This Side Letter is by and between the County of Contra Costa ("County") and the Deputy Sheriffs Association ("DSA") on behalf of its Probation and Probation Supervisor's Unit and is effective following approval by the Board of Supervisors.

Pursuant to the terms of this Side Letter, the County and DSA agree to amend Section 18 – Certification Rule/Probationary Period of the Memorandum of Understanding ("MOU") between the County and the DSA (July 1, 2019 – June 30, 2023). The amendments to the MOU are as follows:

SECTION 18 – CERTIFICATION RULE/PROBATIONARY PERIOD

18.1 Certification Rule
(New Subsection Added)

- A. Pursuant to Personnel Management Regulations (PMR) Sections 605.3(c) and 711, the rule of the list may be used for the entry-level classification of Juvenile Institution Officer I (Class Code 7KWB). On each request from personnel from an open employment list for the classification of Juvenile Institution Officer I (Class Code 7KWB), all names shall be certified. The appointing authority must, before selection, contact the eligible candidates and interview all interested eligible candidates above the rank of the person selected for appointment.
- B. Pursuant to Personnel Management Regulations (PMR) Sections 605.3(d), 605.4, and 719, band lists may be used for the entry-level classes of Deputy Probation Officer I (Class Code 7AWA) ~~and Juvenile Institution Officer I (Class Code 7KWB)~~. Under the band list certification process, the names of candidates who have qualified on the examination are placed into one, two or three groups designated as Bands A, B and C. All names within each band shall be considered equally qualified and there shall be no additional ranking within the bands. The number of eligible candidates certified from the eligible list established as a result of an open competitive examination shall:
- A1. Include all of the names in Band A; and
 - B2. If there are fewer than nine (9) names available in Band A, then all of the names in Band B shall be certified along with the names in Band A; and
 - C3. If there are fewer names in Band A than the number of vacancies to be filled, then all of the names in Band B shall be certified along with the names in Band A; and
 - D4. If there are fewer than nine (9) names available in Band A and Band B combined, then all of the names in Band C shall be certified along with the names in Band A and Band B; and
 - E5. If there are fewer names in Band A and Band B combined than the number

of vacancies to be filled, then all of the names in Band C shall be certified along with the names in Band A and Band B.

(All other portions of Section 18 remain unchanged).

This Side Letter will remain in effect for the term of the current MOU between the County DSA (July 1, 2019 – June 30, 2023). The terms of this Side Letter will be incorporated into the successor MOU unless otherwise negotiated by the parties. Except as specifically amended or excluded by this Side Letter, all other terms and conditions of the MOU between Contra Costa County and DSA remain unchanged by this Side Letter.

Date: 10-29-21

Contra Costa County:
(Signature / Printed Name)

Rebecca Cox / Rebecca Cox
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_____/_____
_____/_____
_____/_____

Deputy Sheriffs Association (Probation Unit & Probation Supervisors Unit):
(Signature / Printed Name)

James M. Bickert / Jim BICKERT
_____/_____
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