



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: August 9, 2016

Subject: APPOINTMENT OF COUNTY PROBATION OFFICER – EXEMPT – TODD BILECCI

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2016/487 Reallocating the classification of County Probation Officer – Exempt (7AA1) on the Salary Schedule; and APPOINT Todd Billeci to the position of County Probation Officer – Exempt at Step 3 of the salary range effective August 10, 2016.

**FISCAL IMPACT:**

The estimated annual County cost for the County Probation Officer – Exempt position is \$342,000 of which \$142,000 is pension costs. The estimated cost for the remainder of fiscal year 2016/2017 is \$300,000, of which \$124,000 is pension cost. All costs are budgeted in the General Fund within the Probation Department operating budget.

**BACKGROUND:**

In February of 2016, County Probation Officer Phillip Kader informed the County Administrator that he would be retiring from his position on March 31, 2016. On April 2, 2016, the County Administrator appointed Todd Billeci, Assistant County Probation Officer-Exempt, to serve as the Interim County Probation Officer – Exempt pending

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **08/09/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

ABSENT: Candace Andersen, District II Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: August 9, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: David J. Twa, County  
Administrator (5-1080)

By: June McHuen, Deputy

selection of a new Director.

## BACKGROUND: (CONT'D)

The County contracted with Peckham and McKenney to conduct the recruitment to fill the vacancy. On May 12, 2016, the recruitment for a new County Probation Officer –Exempt commenced. Peckham and McKenney advertised the position nationwide but with particular emphasis on the west coast region. Ads were placed with the California State Association of Counties (CSAC), the California Probation, Parole and Correctional Association, Chief Probation Officers of California, Western City Magazine, Careers in Government, and Jobs Available. Invitations and recruitment profiles were sent to 280 potential candidates targeted by Peckham and McKenney. The six (6) week recruitment garnered 272 applications. With the assistance of Peckham and McKenney, the applications were screened and five (5) semi-finalists were forwarded to the County Selection Committee on July 18, 2016. The County Selection Committee was composed of Honorable Presiding Judge, Steven Austin, Superior Court, Contra Costa County; Honorable Supervising Juvenile Judge Thomas Maddock, Superior Court, Contra Costa County; Mary Butler, Chief Probation Officer, Napa County; and Kathy Ito, President, KMI Human Resources Consulting, Inc.

Following a series of interviews and reference checks, I selected Todd Billeci for the position.

Mr. Billeci holds a Bachelor's Degree in Government with a Minor in Business Administration from California State University, Sacramento. Todd began his career with Contra Costa County 25 years ago as a Group Counselor I and has held progressively responsible positions of Probation Supervisor I, Probation Manager, Probation Field Services Director, Probation Director, and Assistant County Probation Officer-Exempt. Mr. Billeci is a resident of Contra Costa County.

## CONSEQUENCE OF NEGATIVE ACTION:

The County Probation Officer position will remain vacant and the salary schedule will not be reallocated.

## ATTACHMENTS

Resolution No. 2016/487