



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 19, 2019

Subject: Resolution No. 2019/87 - DSA Probation and Probation and Probation Supervisors Unit Side Letter - Certification Rule Update

RECOMMENDATION(S):

ADOPT Resolution No. 2019/87, approving a side letter between Contra Costa County and the Deputy Sheriffs Association, Probation Unit and Probation Supervisors Unit, to modify the Certification Rule to expand the use of band list certification to the classification of Deputy Probation Officer I.

FISCAL IMPACT:

Administrative change to certification rule. There is no cost associated with the change.

BACKGROUND:

Pursuant to the Personnel Management Regulations, band lists may be used for certain classifications. The Probation Department currently uses the band list certification process for the classification of Juvenile Institution Officer I. This modification expands the use to the classification of Deputy Probation Officer I. An additional modification also expands the number of candidate referrals from five (5) to ten (10) for Deputy Probation Officer II promotional recruitments. The DSA and County agreed to modify Sections 18 and 19 of the MOU to incorporate these changes to the hiring process (Side Letter dated 2/21/19 attached).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/19/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Diane Burgis, District III Supervisor
Karen Mitchoff, District IV 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: March 19, 2019

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

Contact: Lisa Driscoll, County Finance Director (925) 335-1023

By: Stephanie Mello, Deputy

CONSEQUENCE OF NEGATIVE ACTION:

If the side letter is not approved, the department will be unable to take advantage of band list certification for Deputy Probation Officer I recruitments and an increased number of candidate referrals for Deputy Probation Officer II promotional recruitments, making scheduling and interviewing more difficult and inefficient.

ATTACHMENTS

Resolution 2019/87

DSA Probation Unit and Probation Supervisors Unit Side Letter dated 2-21-19