



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: January 19, 2021

Subject: Resolution No. 2021/32 reclassifying positions and incumbents of Probation Director classification to Step 6

RECOMMENDATION(S):

ADOPT Resolution No. 2021/32 to reclassify the positions and incumbents of the Probation Director (7BFA) classification and adjust the salary step placement for Employees #60746 (Pos #13282), #56447 (Pos #13281), and #51187 (Pos #13491), from step five to step six of the salary range B25-1972 (\$9,729.93 - \$12,418.12), effective December 9, 2020, as requested by Probation and recommended by the County Administrator.

FISCAL IMPACT:

Upon approval, this action will result in an increased annual cost of approximately \$58,671, which includes \$25,196 in pension costs.

BACKGROUND:

In 2008, the Probation Director position was created to oversee Field Investigation and Supervision Services for Probation Department operations. At the time of its creation, the position was a promotion from the Probation Manager classification, but lower in the command structure than the higher ranking Chief Deputy Probation Officer. Between 2008 and 2019 roles and responsibilities of the Probation Director position evolved and eventually encompassed many of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/19/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V 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: January 19, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Melissa Crockett,
(925) 655-2048

cc:

BACKGROUND: (CONT'D)

the former responsibilities of the Chief Deputy Probation Officer, including oversight of the two Probation Department juvenile detention facilities and new broadened field aspects, such as those mandated through criminal justice realignments in both Juvenile Services (2007) and Adult Services (2011). With the elimination of the Chief Deputy Probation Officer classification, and the shifting of some duties to the Probation Director, your Board added an additional merit pay step to the salary range for the Probation Director on December 8, 2020 to allow the County to compensate the Probation Directors appropriately. This action reclassifies the Probation Director positions and incumbents into the step six placement.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the salary will not properly compensate executive staff for the additional work that they assume in their positions.

ATTACHMENTS

Resolution 2021/32