

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

527



**FROM:** PROBATION DEPARTMENT

**SUBMITTAL DATE:**  
January 25, 2006

**SUBJECT:** Authorization to Extend FY 2005/06 Temporary Employee Hours

**RECOMMENDED MOTION:** Authorize employment of the temporary employees listed in Exhibit A for more than 1,000 hours each during FY 2005/06.

**BACKGROUND:** The Probation Department is authorized 189 temporary positions, of which 110 are currently filled and about 45 full-time equivalents are budgeted. The use of these employees varies by classification, but generally the intent is to use temporary employees to fill in for unavailable regular employees, perform part-time workloads, and meet unpredictable peak workloads. In some classifications, however, difficulty in filling both regular and temporary positions has made it necessary to use some temporary employees to staff regular shifts in the juvenile institutions.

Ordinance 440, Section 12C(3), restricts the employment of temporary staff to 1,000 hours per employee per fiscal year, but permits extension of this time in unusual circumstances when approved by the Board of Supervisors. The Department has identified some temporary staff that are willing to work at a rate that will exceed the 1,000-hour limit by year-end. These additional hours are needed to continue full operation of our juvenile facilities while meeting state mandated staffing ratios.

Continued...

*Marie Whittington*

MARIE WHITTINGTON, Chief Probation Officer

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	No
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	FY 2005/06

<b>SOURCE OF FUNDS:</b> N/A	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

County Executive Office Signature

*Sally A. Beaman*

Policy  Policy

Consent  Consent

Dept's Recomm.:  
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: All

Agenda Number:

3.28

Departmental Concurrence

Approved by Ronald W. Komers  
Asst. County Executive Officer/  
Human Resources Director

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Specific justification for extension of hours by position classification follows. In all cases, salary savings from vacant regular positions will offset the cost of additional temporary hours. Of the 36 employees listed, seven will be enrolled in PERS if they do exceed 1,000 hours. The rest are already enrolled as a result of previous regular or temporary employment with the County.

Temporary Group Counselor I and II: Authorized: 127 Filled: 77

This classification is responsible for supervision of minors in residence at juvenile detention and treatment facilities. Temporary positions are authorized and budgeted to provide relief for regular staff that are absent due to vacation, sick leave, training, jury duty, etc. However, because of a high vacancy rate in the regular positions, temporary employees are being offered more hours to offset regular full-time vacancies and keep supervision ratios in compliance with State requirements. Those that are qualified have also been offered regular full-time positions, but many have declined. Recruitment of regular full-time group counselors is a high priority with the Department and we are making progress; but for this year at least, temporary employees who are willing must be used to keep needed detention and treatment beds open without excessive overtime.

Temporary Correctional Senior Food Services Worker: Authorized: 10 Filled: 4

Riverside Juvenile Hall is authorized five regular full-time and ten temporary part-time positions to operate the facility's "cook-chill" meal preparation system. The part-time positions were established in lieu of full-time to permit scheduling their hours to match peak needs during meal times. However, because the part-time positions have been especially difficult to fill, the part-time employees have been working extra shifts to provide coverage during meal times. The Department will address possible conversion of part-time positions to regular full-time during the FY 2006/07 budget process.

Temporary Correctional Cook: Authorized: 4 Filled: 2

Southwest Juvenile Hall is authorized four regular full-time and two temporary part-time positions for their food services. Only one of the part-time positions is filled, and the one temporary employee has been working extra hours to compensate for the vacancy. At this point, even if the second temporary position is filled, the current part-time employee will exceed 1,000 hours for the year. The Department will address possible conversion of one part-time position to regular full-time during the FY 2006/07 budget process.

Temporary Laundry Worker: Authorized: 2 Filled: 1

Riverside Juvenile Hall is authorized two regular full-time and two temporary part-time positions for laundry services. Only one of the part-time positions is filled, and the one temporary employee has been working extra hours to compensate for the vacancy. The Department will continue efforts to recruit another part-time employee, but the current employee will still exceed 1,000 hours this year.

Temporary Maintenance Painter: Authorized: 1 Filled: 1

Riverside Juvenile Hall is authorized one regular full-time and one temporary part-time maintenance painter position. Due to the workload, and to vacancies in other maintenance positions, the part-time painter has been needed on almost a full-time basis. The Department will evaluate all maintenance positions in the FY 2006/07 Budget process.

## EXHIBIT A

### REQUEST TO EXCEED 1,000 HOURS PER EMPLOYEE

<u>Employee Name</u>	<u>Position Title</u>	<u>Hire Date</u>	<u>Add'l Hours Requested</u>
Aguilar, Blair A	Group Counselor I	06/12/03	1,000
Alvarado, Vivian Y	Group Counselor I	06/09/05	500
Baker, Keith A	Group Counselor I	08/05/04	1,000
Bautista, Maria P	Group Counselor I	08/05/04	1,000
Bergman, Nichoel R	Group Counselor I	08/05/04	500
Burger, Rachel M	Group Counselor I	08/05/04	1,000
Copado, Argelia	Group Counselor I	08/05/04	500
Duffy, James R	Group Counselor I	08/23/01	500
Espinoza, Rogelio M	Group Counselor I	08/04/05	1,000
Fishback, Robert H	Group Counselor I	08/05/04	1,000
Johnson, Charles A	Group Counselor I	08/05/04	500
Lozano, Eileen	Group Counselor I	08/05/04	1,000
Myre, Kimberly A	Group Counselor I	08/05/04	500
Odom, Shanequa R	Group Counselor I	08/05/04	1,000
Olivas, Nadia M	Group Counselor I	08/05/04	1,000
Owens, Terrie L	Group Counselor I	08/05/04	500
Quezada, Mariah E	Group Counselor I	06/12/03	1,000
Rosas, Marissa	Group Counselor I	08/05/04	500
Rwizi, Shupai C	Group Counselor I	02/20/03	500
Samuel, Alexandra	Group Counselor I	07/21/05	500
Sifford, Charles	Group Counselor I	08/05/04	1,000
Sims, Dwayne C	Group Counselor I	08/05/04	1,000
Towels, Norman E	Group Counselor I	08/05/04	1,000
Vessup, Benjamin R	Group Counselor I	10/28/04	1,000
Walter, Tiffany	Group Counselor I	08/05/04	1,000
Zaragoza, Erica Y	Group Counselor I	08/05/04	1,000
Camacho, Kristie H	Group Counselor II	08/05/04	500
Gutierrez, Salud M	Group Counselor II	06/12/03	1,000
Lillo, Samantha	Group Counselor II	01/08/04	500
Chambers, Charles	Correctional Cook	07/10/03	1,000
Brown, Phillip C	Corr Sr Food Svc Worker	11/13/03	1,000
Cornejo, Maria R.	Corr Sr Food Svc Worker	02/17/05	1,000
Mondaca, Celia	Corr Sr Food Svc Worker	03/17/05	1,000
Vazquez, Christa	Corr Sr Food Svc Worker	02/17/05	1,000
Lesure, Gamalier	Laundry Worker	09/06/01	1,000
Vega, Mario	Maintenance Painter	05/21/01	1,000

Updated 1/25/2006