

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

668



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
September 22, 2008

**SUBJECT:** Classification and compensation recommendations for the Probation Department and Economic Development Agency (EDA); position request for the Executive Office; and amend Ordinance 440 pursuant to Resolution No. 440-8791 submitted herewith.

**RECOMMENDED MOTION:** That the Board approves the recommendations in the attached Resolution No. 440-8791.

**BACKGROUND:** Riverside County Probation is a law enforcement agency responsible for conducting investigations of adult and juvenile criminal offenders, providing supervision intervention and treatment services to clients, and providing services to minors in juvenile institutional detention programs throughout the County. These services are provided by Probation Officers, sworn personnel who are supported by non-sworn personnel such as Probation Assistants and Office Assistants.

\_\_\_\_\_  
Ronald W. Komers  
Asst. County Executive Officer/Human Resources Dir.

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 97,570	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 38,085	Budget Adjustment:	No
	Annual Net County Cost:	\$ 45,702	For Fiscal Year:	2008/09

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

**C.E.O. RECOMMENDATION:**  
  
APPROVE  
  
BY:   
Elizabeth J. Olson  
**County Executive Office Signature**

- Consent
- Policy
- Consent
- Policy

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

**Prev. Agn. Ref.:** \_\_\_\_\_ **District:** \_\_\_\_\_ **Agenda Number:** **3.51**

**BACKGROUND (continued):**

The Probation Department requests a parity adjustment for the classification of Probation Assistant and the creation of an advanced classification to perform higher level, non-sworn case work in various specialized Probation programs such as in-home supervision, the Day Treatment Program, the Recovery Opportunity Center and to act as liaison with the County Courts.

The Economic Development Agency (EDA) requests a classification which enhances their organizational structure and provides the agency with a level of managerial control responsive to the public, leaders of local communities, developers, contractors and senior management of County agencies. This classification will also be assigned to supervisorial districts managing complex development programs and projects within their assigned districts.

**PARITY INCREASE: Probation**

Probation Assistant: It is recommended to grant this classification an approximate 7.1% parity adjustment from salary plan/grade UPE 217/L12 (\$25,355 – \$33,921) to salary plan/grade UPE 256/L12 (\$27,163 – \$36,336). Under the direction of the Probation Officer, Probation Assistants are responsible for updating the Probation Officers on the status of current cases, maintaining case files in the Client Management System, interviewing clients to acquire necessary case data and independently interacting with clients to perform routine probation business. Limited market data was available to establish an external market comparison, as Probation Departments are structured differently, budget and positions allocated are different, and the size and scope of classifications vary. The Office Assistant positions were reviewed and compared to the Probation Assistants and it was determined that Probation Assistants perform higher level duties and should be compensated at a higher rate than the Office Assistant III classification.

The annual cost of implementing this recommendation is \$90,378 and there is approximately \$18,996 in Net County Cost. There are 31 incumbents.

**CLASSIFICATION ADDITION: Probation**

Probation Specialist: It is recommended to add this class to the Class and Salary Listing at salary plan/grade UPE 295/L12 (\$28,778 – \$38,472). This proposed classification has substantial direct client contact to allow them to observe and evaluate behavior, de-escalate crisis situations and keep Deputy Probation Officers current of client status and issues. To accomplish this, advanced probation experience will be required to allow incumbents to work under minimal supervision with a high level of accountability, organizational ability and problem solving skills. It is recommended that this classification be established at approximately 6% above the Probation Assistant classification. The proposed salary grade is consistent with County range spreads between classes, and with other County classifications.

Since this request is to add the classification, there is no cost impact. The class specification is attached.

**CLASSIFICATION ADDITION: EDA**

Economic Development Agency Manager: It is recommended to add this class to the Class and Salary Listing at salary plan/grade MCO 591/L13 (\$79,485 - \$109,252). Under the direction of a deputy director or assistant director, this classification will plan, organize and manage complex development programs within an assigned supervisorial district. Since this request is to add the classification, there is no cost impact. The class specification is attached.

**POSITION ADDITIONS: Executive Office**

The Executive Office previously requested a new classification of Chief Deputy County Executive Officer to perform and coordinate high level staff work within the Executive Office. The addition of this classification was approved by the Board of Supervisors on September 15, 2008, Resolution No. 440-8787. The Executive Office requests approval for the addition of two Chief Deputy County Executive Officer positions. The positions will be open exclusively to Executive Office staff as a promotional opportunity; however, the selected candidates' former positions will not be filled. The annual cost to implement is \$402,119, which includes a .3247 benefit rate. The annual net cost of implementation is \$26,708, as expected vacancies will not be filled.

1 RESOLUTION NO. 440-8791

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on \_\_\_\_\_, 2008, that pursuant to Section 4.C. of  
5 Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to  
6 amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period  
7 following approval, as follows:

8

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
9 74297	+	Economic Development Agency Manager	MCO 591
10 79530	+	Probation Specialist	UPE 295

11  
12 BE IT FURTHER RESOLVED that pursuant to Section 8.C. of Ordinance No. 440, the Assistant  
13 County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing  
14 of Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as  
15 follows:

16

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
17 57794	Probation Assistant	UPE 217	UPE 256

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19  
20 BE IT FURTHER RESOLVED that pursuant to Section 5.A. of Ordinance No. 440, the Assistant  
21 County Executive Officer/Human Resources Director is authorized to make the following listed  
22 change(s), operative on the date of approval, as follows:

23

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
24 74296	+2	1100100000	Chief Deputy County Executive Officer



## ECONOMIC DEVELOPMENT AGENCY MANAGER

Class Code: 74297

COUNTY OF RIVERSIDE  
Established Date: Oct 9, 2008  
Revision Date: Oct 9, 2008

### SALARY RANGE

\$38.21 - \$52.52 Hourly  
\$6,623.73 - \$9,104.30 Monthly  
\$79,484.70 - \$109,251.58 Annually

### CLASS CONCEPT:

Under general direction, to plan, develop, organize and manage complex development programs within an assigned district; and to perform other work as required.

This class reports to a deputy director or assistant director position and is characterized by a high degree of independence in the application of program responsibilities, and therefore requires a thorough and detailed knowledge of laws, procedures and regulations affecting all aspects of the assigned program. Incumbents have a high level of public visibility with frequent interaction and accountability to the Board of Supervisors and constituents.

The Economic Development Agency Development Manager is distinguished from the Deputy Director of EDA by the latter's responsibility to assist in the management of the Agency and to plan and administer the activities of a major division. The EDA Development Manager is distinguished from the Principal Development Specialist by its responsibility to manage complex and varied redevelopment programs.

**REPRESENTATION UNIT:** Management

### EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plan, organize, assign and supervise the work of a specialized program staff including setting work priorities, determining methods and procedures to be used, resolving problems, selecting alternatives and overseeing the most complex and sensitive work; provide performance direction, leadership, guidance, counseling and evaluation to assigned staff.
- Direct, coordinate, monitor and evaluation the planning and execution of all redevelopment activities within assigned district or programmatic area; supervise, coordinate and participate in the management of assigned redevelopment projects; assign, supervise and review the work of project management staff, consultants and contractors assigned to projects.
- Supervise complex project budgets; monitor long- and short-term project cash flow analyses; assist in redevelopment tax allocation bond funding.
- Establish and maintain liaison with the Board of Supervisors, organizations, private business firms, developers, brokers, public agencies, property owners and the general public to promote and facilitate the planning and execution of redevelopment activities; make presentations to legislative bodies, public agencies, community groups, and development associations to promote and facilitate the planning and execution of redevelopment activities.
- Evaluate assigned program and reviews policies, procedures and methods used relative to effective

utilization of resources and achievement of goals; formulate, recommend and/or implement action for program improvement.

- Interpret and explain laws, rules, policies and agreements to County officials, the business community and the public.
- Keep abreast of all local, State, Federal and other regulatory agency laws, rules, regulations and policies applicable to assigned program to ensure compliance.
- Negotiate and administer contracts between Agency and consultants; monitor consultants to ensure compliance to contract provisions.
- Coordinate work of assigned program with staff, other EDA Divisions, County departments and agencies; prepare budget, estimates and justification for assigned program; maintain cost controls to assure compliance with budget provisions.
- Direct and ensure the maintenance of records and preparation of reports necessary for program operations; prepare correspondence and reports, as required; direct the preparation of, or prepare, reports, studies and marketing materials relating to assigned program.

**RECRUITING GUIDELINES:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree, preferably with major study in public or business administration, a behavioral science, urban studies, political science, marketing, economics or a related field.

AND

**Experience:** Three years of professional experience in a management or supervisory capacity which includes management of redevelopment projects or a major program involving program planning, budget development, contract preparation and monitoring, and staffing. (A Master's degree in one of the disciplines listed above may substitute for one year of the required experience.)

**Knowledge of:** The principles and practices of public administration and management; principles of supervision; budgets and budgetary analysis; local, federal, and State laws relating to community development and redevelopment; contract preparation; grants; construction management; construction bid process and marketing.

**Ability to:** Plan, direct and coordinate the work of others; interpret, apply and explain complex rules, regulations and guidelines; establish and maintain effective working relationships with personnel at all organizational levels; be effective in conflict situations requiring instructing, persuading, and motivating people; coordinate project activities with management, elected officials, Board members, employees and the public; evaluate program effectiveness; secure the willing cooperation of operating department officials and personnel in accepting and effecting sound management practices; analyze problems, generate and evaluate alternatives, reach practical conclusions, and devise workable solutions; interpret and apply legislative and administrative mandates and regulations; prepare recommendations and reports; keep abreast of developments in the field of public administration; speak and write effectively.

**OTHER REQUIREMENTS:**

**License/Certificate:** Possession of a valid Class C California Driver License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).



## PROBATION SPECIALIST

Class Code: 79530

COUNTY OF RIVERSIDE  
Established Date: Oct 9, 2008  
Revision Date: Oct 9, 2008

### SALARY RANGE

\$13.50 - \$18.05 Hourly  
\$2339.71 - \$3,127.87 Monthly  
\$28,076.46 - \$37,534.43 Annually

### CLASS CONCEPT:

Under general supervision, to perform the more complex, non-sworn support functions for Deputy Probation Officers; to conduct evaluative and advisory services for clients; and to perform other related duties as required.

This advanced working level class reports to a Senior or Supervising Probation Officer. Incumbents perform the more complex support services to relieve Deputy Probation Officers of the non-sworn probationary duties. Positions in this class are allocated to Juvenile Court, the Home Supervision Program, Day Treatment Program or various other specialized programs, such as the Recovery Opportunity Center. Incumbents work with minimal supervision with a high level of accountability, organizational ability and problem solving skills. This class is responsible for significant interaction with clients to conduct general inquiries, provide information and follow-up as needed; represent the Probation Department in court; and conduct a variety of living skills classes; and monitor, evaluate and advise Probation Officers of client's progress and adherence to the requirements and terms of their probation.

Probation Specialist is distinguished from the class of Probation Assistant in that the latter performs a variety of routine, non-sworn support duties with less direct client contact. This class is distinguished from the Group Counselor series in that the latter supervises, controls in-custody minors, and provides case evaluation and counseling. Probation Specialists are distinguished from the Probation Officer series in that the latter are sworn officers who make arrests, conduct searches and perform independent case investigations and assessments.

**REPRESENTATION UNIT:** Support Services

### EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Serves as liaison to collateral agencies including but not limited to the courts, schools, social services, mental health and other treatment providers and local law enforcement agencies; initiates and maintains contact with clients by telephone, program visits, office interviews, and school and home visits; interviews clients to obtain factual information required for the preparation of court reports, advises clients of available services, and provides assistance in obtaining appropriate services; instructs and reviews documents regarding procedures with clients and family members and refers complex questions to Probation Officers; refers clients to psychological, health, medical and social services providers.
- Monitors and transports non-custody minors and families to school and various appointments; assists in transporting in-custody minors; supervises the conduct and behavior of minors and maintains necessary order and discipline during transport.
- Assists the Probation Officer in updating program materials and information for classes and treatment programs; conducts classes on parenting, work development, living skills, anger management, and various other treatment programs; monitors classroom conduct; and provides guidance and encouragement to maintain appropriate behavior, attitudes, and relationships with peers, parents, and

school personnel.

- Monitors and evaluates client's progress and adherence to rules of established agreements and provides verbal and written reports to Probation Officers; logs appropriate case related information, such as contacts, services provided, and resources used.
- Represents the Probation Department in court as a department liaison or witness to test results and the chain of evidence and/or in support of the Probation Officer's recommendations; assists the court by processing post-court referrals to programs and monitoring compliance with attendance, participation and/or adherence to program expectations; refers clients to services; enrolls minors in programs and coordinates and monitors compliance and progress of the clients; prepares related statistical reports; serves as a witness to test results and the chain-of-evidence.
- Assesses needs of client upon release from treatment or placement or at the direction of a Deputy Probation Officer; researches local resources to assist clients in locating employment, housing and community services to help maintain them successfully within the community.

**RECRUITING GUIDELINES:**

Education: Completion of 30 semester or 45 quarter units from an accredited college or university which included at least 10 semester/15 quarter units in one or more of the following: social welfare, sociology, social/human services, other behavioral sciences, or business/public administration. (Additional years of qualifying experience may substitute for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units.)

AND I

Experience: Two years of public contact experience that included responsibility for interviewing clients to obtain basic information or to explain rules and procedures, preferably in a criminal justice agency.

OR II

Experience: Two years of experience equivalent to the class of Probation Assistant with the County of Riverside.

Knowledge of: Principles, policies and procedures of probation functions, services and programs; cultural and social factors affecting behavior patterns and attitudes toward community services; principles of interviewing and problem solving methods; correct grammar, spelling and punctuation; office procedures, including preparing correspondence; filing, indexing and cross-referencing methods; principles, methods, and equipment used in law enforcement information processing.

Ability to: Work effectively with a wide variety of agencies and organizations; communicate and maintain effective relations with a wide range of social and ethnic groups, and representatives of collateral agencies; accurately gather, document, and correctly evaluate client conduct and adherence to rules of established agreements; interview and evaluate clients and recognize significant factors pertaining to their probation; interpret department procedures for clients; communicate effectively orally and in writing; accurately document information using a variety of interview and evaluate clients and recognize significant factors pertaining to their probation; interpret department procedures for clients; computer-based systems; establish priorities and meet deadlines.

**OTHER REQUIREMENTS:**

License: A valid California Class C Drivers license is required and a valid Class B license may be required for some positions within 30 days of appointment.

Completion of first aid, CPR, and in-service training may be required for some positions.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and an extensive criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).