

	<h1>Marin County Probation Department</h1>
	<p>MICHAEL D. DALY Chief Probation Officer</p> <p>MARIANO ZAMUDIO Chief Deputy Probation Officer</p>

5/18/2010

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Add 2.0 Probation Supervisor positions in the Probation Department, and eliminate 2.0 FTE Group Counselor IIs and 1.0 FTE Legal Process Supervisor to create no cost impact on the general Fund.

Dear Board Members:

RECOMMENDATION: It is recommended by the Director of Human Resources and the Chief Probation Officer that your Board approve the following, effective 5/16/10.

1. Add 2.0 FTE Probation Supervisor (class 1206) positions to the Probation Department.
2. Authorize the positions to be filled through a promotional competitive recruitment.
3. Delete 2.0 FTE Group Counselor II (position #'s: #15830002 and 15830001) and 1.0 FTE Legal Process Supervisor (position #: 13680005).

SUMMARY: The California Corrections Standards Authority has recently audited Juvenile Hall and determined that we are currently out of compliance with staff coverage standards. Current requirements call for a Supervisor on staff at all times. Juvenile Hall currently is staffed with 2.0 FTE Probation Supervisors, leaving lead staff in charge in off hours. To come into compliance with requirements an additional 2.0 FTE Probation Supervisors must be created.

To make this recommendation cost neutral, the cost of the Probation Supervisor positions will be offset by the elimination of 2.0 recently vacated Group Counselors FTE from the Juvenile Hall budget and the elimination of a vacant Legal Process Supervisor in the Adult Probation Services.

FISCAL IMPACT: On an annual basis including benefits, the budgeted full cost of the recommended position additions will be \$241,489. This cost will be offset by the deletion of 3.0 FTE with a total fully loaded cost of \$256,139, resulting in a cost reduction of \$14,650. Department staff will work with the County Administrator's Office to allocate this \$14,650 into account 1000-2400021000-5110200, Juvenile Hall extra-hire salaries as part of the FY 2010-11 A&E process. Current-year savings will be absorbed as part of the year-end salary savings fund balance.



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REVIEWED BY:	<input type="checkbox"/> Auditor Controller	<input checked="" type="checkbox"/> N/A
	<input type="checkbox"/> County Counsel	<input checked="" type="checkbox"/> N/A
	<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> N/A

Respectfully submitted,

Michael Daly, Chief Probation Officer

cc: Lisa Cutten, Employee Benefits Supervisor, Human Resources
Larry Daniel, Principal Personnel Analyst, Human Resources
Dan Eilerman, Budget Manager, County Administrator's Office
Eric Engelbart, Administrative Analyst, County Administrator's Office
Gerry Norton, Principal Personnel Analyst, Human Resources
Liz Paris, Deputy Director of Human Resources, Human Resources
Art Brook, President, Marin County Management Employees' Assoc.