SUTTER COUNTY BOARD OF SUPERVISORS
Board Agenda Staff Report

To: Honorable Board of Supervisors
From: Gina Rowland, Human Resources Director
Department: Human Resources
Subject: Adoption of revised job descriptions for Deputy Probation Officer I, II, III and Supervising Probation Officer

Recommendation:
Adopt the revised job descriptions for the classifications of Deputy Probation Officer I, II, III and Supervising Probation Officer.

Background:
Human Resources received a request from the Probation Department to review the job descriptions of the Deputy Probation Officer I, II, III and Supervising Probation Officer. The request was due in part from the Probation Officer's Association's feedback regarding the County's promotional requirements for a Supervising Probation Officer. After review, Human Resources recommends the educational minimum qualifications for all the above classifications be updated to state a Bachelor's Degree versus "equivalent to the completion of core coursework" to make educational requirements consistent with other comparable agencies.

In addition, the experience requirements for the Supervising Probation Officer have been revised from two years' experience equivalent to a Probation Officer III to at least four years' experience equivalent to a Deputy Probation Officer II. The essential job functions have also been significantly updated for the listed classifications to more accurately reflect the current responsibilities.

These changes will allow additional qualified employees in the department the opportunity to be promoted to the supervisory level and will help with the retention and promotion of high performing employees.

Prior Board Action:
The Board of Supervisors has not previously considered these recommended actions.

Board Alternatives:
Do not approve the recommended action.
Other Department and/or Agency Involvement:
The Probation Department has reviewed and approved the proposed changes to the job descriptions. These changes have also been reviewed by the Probation Officer’s Association.

Action Following Approval:
Human Resources will post the revised job descriptions.

Fiscal Impact:
There is no fiscal impact for adoption of the job description.

Countywide Goals and/or Top Priorities Compliance:
Approval of this item complies with the following Countywide Goals:

A. Provide local government leadership which is open, responsive, ethical, inclusive, and transparent, while recognizing and respecting legitimate differences of opinion.
B. Operate County government in a fiscally and managerially responsible manner to ensure Sutter County remains a viable and sustainable community to live, work, recreate, and raise a family.
J. Implement forward-thinking and “Best Management Practices” to ensure that County’s workforce will deploy successful succession planning necessary to enable

Standing Committee Review:
Pursuant to Sutter County Administrative Policies and Procedures #305, Job description updates not affecting salary are not required to go to Committee and can be placed on the Consent Calendar.

Respectfully Submitted,

s/ Gina Rowland
Human Resources Director

Margaret Fraumeni
Margaret Fraumeni, Human Resources Analyst 3/26/2019

Attachments:
1. Deputy Probation Officer I
2. Deputy Probation Officer II
3. Deputy Probation Officer III
4. Supervising Probation Officer