



# PROBATION DEPARTMENT

Forward in excellence



December 20, 2011

Board of Supervisors  
County of Marin  
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**SUBJECT:** Approve cost neutral position actions as detailed in staff report

Dear Board Members:

**RECOMMENDATION:**

Approve the following changes to the Probation Department position Allocation

1. Reclassify 0.50 Housekeeper to 0.50 Cook
2. Increase Mediation Coordinator from 0.75 FTE to 1.0 FTE using grant funding

**SUMMARY:** The current fiscal year has been a dynamic one for the Probation Department as we take on new duties and responsibilities under Public Safety Realignment while at the same time experiencing a consistent stream of retirements. To ensure our organization remains responsive to current trends and needs we frequently review pending vacancies to ensure they are the best classification to meet our needs. Based on the most recent review the following changes are presented for your approval:

1. Cook: A long term Cook at the Juvenile hall facility will be retiring as of December 30, 2011. The incumbent has been split between 0.50 Cook and laterally filling 0.50 Housekeeper. The housekeeper FTE is no longer needed and it is proposed that upon the incumbent's retirement the two 0.50 FTE be converted to a single full-time Cook FTE.
2. Mediation Coordinator: The department currently employs a Limited Term Mediation Coordinator who manages our Restorative Justice program. Restorative Justice is a focus of our department at this time in an effort to increase community involvement and responsibility in deterring crime. Youth Offender Block Grant Funding is available to increase the position to a full FTE for the remainder of this fiscal year.

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Fund	Fund Center	Account	Description	Adjustment*
10000	2400013000	Salaries	Add 0.25 Mediation Coordinator	\$13,000.61
10000	2400013000	4510310	Increase Revenue Expectation	(\$13,000.61)
			<b>NCC Impact</b>	0

\*Costed at 50% for mid-year implementation

<b>REVIEWED BY:</b>	( ) Auditor Controller	( X ) N/A
	( ) County Counsel	( X ) N/A
	( X ) Human Resources	( ) N/A

Respectfully submitted,

Michael Daly, Chief Probation Officer

SAP Document #: 300000530, 300000531

cc: Eric Engelbart, Administrative Analyst, County Administrator's Office  
Colleen Beck, Classification Analyst Human Resources