

Staff Report

Subject: Approval and publication of job description for a new position in Probation.

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Department: Human Resources and Risk Management

Meeting Date: May 2, 2023

Item Description: Approval and publication of job description for a new position in Probation.

Summary Recommendation:

Staff is requesting authorization to approve and publish this job description for a new position in Probation.

Executive Summary/Background

Deputy Chief Probation Officer – This classification aims to perform the duties of a probation officer, supervise fellow probation officers and act as the Chief Probation Officer (CPO) when the CPO is out of the office or in court.

This will be a promotion for the current Office Manager, who has been with the County since 1995 and Probation Office since 2000.

Alternatives for Commission to Consider

1. Approve the job description and authorize publication and distribution.
2. Disapprove the job description and guide staff.

Recommended Alternative: Staff recommends Alternative 1.

Other Alternatives: None.

Department Review: County Manager, Probation, and Human Resources.

Funding Source: Funding through Fiscal Year 23 turnover savings.

Attachments: Deputy Chief Probation Officer Job Description