

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: October 4, 2022

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

Office Manager (Probation) – The purpose of this position is to ensure that all administrative functions of the Probation Office are completed by staff according to standard operating procedures and to assist the department head in daily activities, providing both clerical and financial support, to ensure smooth and efficient departmental/office operations.

This will be a promotion for the current Administrative Assistant 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 provide guidance to 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: Office Manager (Probation) Job Description