

Marshall Hopper
Chief Probation Officer

Auburn Justice Center
2929 Richardson Drive, Suite B
Auburn, CA 95603
(530) 889-7900
(530) 889-7950 (fax)

David McManus
Assistant Chief Probation Officer



Santucci Justice Center
10810 Justice Center Dr.
Suite 170, Roseville, CA 95678
(916) 543-7400
(916) 543-7472 (fax)

Juvenile Detention Facility
11260 "B" Avenue
Auburn, CA 95603
(530) 886-4850
(530) 886-4588 (fax)

COUNTY OF PLACER

PROBATION DEPARTMENT

MEMORANDUM

TO: The Honorable Board of Supervisors
FROM: Marshall Hopper, Chief Probation Officer *MH*
DATE: October 9, 2012
SUBJECT: Classification Study for Probation Clerical Staff

Action Requested

1. Authorize the Probation Department to request the Personnel Director to undertake an organizational review and classification study of Probation's clerical staff, with a budgeted net county cost of \$10,000, for the period of FY 2012-13.

Background

Recent issues in the hiring and retention of clerical support staff have caused the department to review our support staffing classification in relation to their duties and the classification of similar support staff in other criminal justice departments. The proposed study would include eighteen (18) employees in the following classes: Administrative Clerk Entry/Journey (10), Administrative Clerk Senior (7) and Administrative Supervisor (1). The Probation Department wishes to work with the Personnel Department to undertake a review of clerical support staff within the department in order to accomplish the following:

- Review and validate the appropriateness of the existing classification specifications;

The anticipated benefits of this review include insuring the proper classification is in use for the duties required, the potential development of a broader clerical career path and promotional opportunities, enhanced employee attraction and retention, and the ability to meet the expanding needs of both the existing probation staff and the populations it serves. A review at this time will better position the department to proactively identify improvements and resources needed to maximize efficiency and consistency, streamline our current processes and workflow, and effectively fill upcoming vacancies as they arise. Your Board's authorization is required for the Probation Department to request the Personnel Director begin this review.

Fiscal Impact

Funding is available in the Department Budget for this study. The study is expected to be completed within three months for an estimated cost of \$10,000. Should the Personnel Department recommend classification modifications, our department will address any associated fiscal impacts at that time. There is no new or additional net county cost.

