



Agenda Date: 3/22/2005
Agenda Placement: 6I

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Pamela Hansen for Dennis Morris - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amendment to Departmental Allocation List

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List in the Probation Department to extend the Limited Term of a Probation Officer I/II, effective March 31, 2005 through June 30, 2005.

EXECUTIVE SUMMARY

A limited term Probation Officer I/II position was approved by the Board on November 16, 2004. This position expires on March 31, 2005. This position was approved to fill behind a Probation Officer on an extended illness. The extension of the limited term position is necessary to continue services and it is recommended the position be extended until June 30, 2005.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Probation
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The extension of the limited term position is necessary to ensure that mandatory contacts and compliance with title IV-E are met.
Is the general fund affected?	Yes
Future fiscal impact:	Impact to the General Fund is minimal due to salary savings achieved through a number of vacancies. There is no fiscal impact beyond the current fiscal

year.

Consequences if not approved: The department will not be in compliance with Title IV-E requirements and mandatory contacts. In addition, the minor may re-offend in a significant way.

Additional Information: None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: General Rule. It can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)].

BACKGROUND AND DISCUSSION

A Probation Officer I/II limited term position was added in November 2004 to cover the duties of a person who has been out on an extended medical leave. Over the past year another Probation Officer has been carrying two caseloads. It has become increasingly difficult over the past couple of months to provide the coverage due to other vacancies in the Juvenile Division. This position supervises a caseload of minors on probation and interacts with parents, schools, and others active in the minor's life. The department is requesting the limited term position be extended to ensure that mandatory contacts and compliance with Title IV-E requirements are met. This cost increase will be absorbed by other salary savings in the fiscal year 2004-05 budget. The position needs to be extended until June 30, 2005

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey