



Agenda Date: 6/28/2005
Agenda Placement: 6MM

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 June 30, 2005 through October 7, 2005.

EXECUTIVE SUMMARY

A limited term Probation Officer I/II position was originally approved by the Board on November 16, 2004. On March 22, 2005, the Board approved extending this position through June 30, 2005, however, it is necessary to request that this position again be extended through October 7, 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 October 7, 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.

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:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

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 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 2005-06 budget. The position needs to be extended until October 7, 2005.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey