



County of Del Norte Board of Supervisors

Board Report

AGENDA DATE: August 8, 2023
TO: Del Norte County Board of Supervisors
FROM: Lonnie Reyman, Chief Probation Officer
Probation
SUBJECT: Probation Department staff restructure

RECOMMENDATION FOR BOARD ACTION:

Take the following actions related to the reorganization of the Probation Department resulting from the closure of the Juvenile Hall as a youth detention facility and the establishment of a Reentry Unit and related organization changes as outlined in Attachment A: 1) Approve and adopt the classification description for the Reentry Officer I/II/III and establish four (4) position allocations of Reentry Officer I/II/III, to be effective upon the future determined date of the elimination of the Juvenile Hall Division; 2) Approve and adopt the revised classification description for the Program Coordinator I/II and authorize one (1) new Program Coordinator I/II position allocation; 3) Authorize one (1) new Supervising Deputy Probation Officer position allocation in the Probation Department; 4) Approve and adopt the revised classification description for the Assistant Chief Probation Officer and the wage adjustment to retain Department Structure through the reorganization; 5) Approve and adopt the classification description for the Probation Services Manager I/II and elimination of the Staff Services Manager; and 6) Direct Human Resources to update the appropriate salary schedules and County staffing chart as necessary, as requested by the Chief Probation Officer and County Administrative Officer.**

DISCUSSION/SUMMARY:

After due consideration and my recommendation, you directed me to take steps to close the Juvenile Hall as a custodial institution and establish a Reentry Unit within the Probation Department. Currently, the following classifications exist within the Juvenile Hall Division:

- Facility Manager (sworn)
- Supervising Juvenile Correctional Officer (sworn)
- Juvenile Correctional Officer I/II/III (sworn)
- Supervising Cook
- Cook II/III
- Juvenile Correctional Technician I/II/III

These account for 18 positions total, 15 sworn peace officer positions and 3 non-sworn support positions. Currently, only 4 of the 15 peace office positions are filled and 2 of the non-sworn positions are filled, leaving 12 vacant positions. With the dissolution of the Juvenile Hall Division these positions will be eliminated. There are currently no equivalent or like positions in the Probation Department for any of these positions.

The establishment of a Reentry Unit within the Department will require 1 new Supervising Deputy Probation Officer, 1 new Program Coordinator, and 4 new positions of Reentry Officer I/II/III. The duties of the Reentry Officer, although similar in factors such as being a sworn peace officer position and responsibility for custody and transport of youth in custody outside of an institution, are dissimilar in significant ways from both the existing Juvenile Correctional Officer and Deputy Probation Officer classifications. As ROs will not operate in a custodial institution, they cannot continue to be classified as JCOs for purposes of training or state funding for such training according to the Standards of Training in Corrections, the corrections training arm of the Board of State and Community Corrections. This was discovered by Siskiyou County in the past when they attempted to retain the JCO classification after closing their juvenile hall. Additionally, the duties required of ROs will not justify the same training afforded to DPOs as the skill sets will not be translatable on a day-to-day basis with frequency enough to ensure retention of skill nor justify the significant expense of training.

In spite of the dissimilarities, the minimum qualifications, essential duties, as well as the training that will be provided to ROs are such that existing JCOs already possess the needed qualifications and experience. As a result, as a part of the layoff process these employees will receive transfer paperwork that will allow them to accept an RO position without any further action. This is the same process that was used with Youth Group Counselors from Bar-O Boys' Ranch who were transferred to JCO positions in Juvenile Hall.

In working to appropriately structure the salaries for the new RO positions, several of the challenges faced were the non-competitive salary structure that currently exists and compaction between and within multiple classifications in the Department. The current restructure offers an opportunity to address, to a degree although not fully, these challenges.

To determine appropriate ranges, a salary survey produced for the County by Collective Good was considered, as was a salary survey utilized by both Shasta and Tehama counties in 2022 to restructure their entire county salary structures. Additionally, my staff and I independently verified the existing salaries for probation officers from Mariposa, Siskiyou, Trinity, Calaveras, Humboldt, Glenn, and Colusa. The Deputy Probation Officer II position was used as the benchmark for Probation positions in the Shasta/Tehama survey, and that position is used as the benchmark in this proposal as well. The average biweekly salary for a DPO II among the 7 counties referenced above is \$2,076.86 which is 8.2% higher than Del Norte DPO II's. This restructure proposal would raise a DPO II's salary from \$1,908.19 to \$1,997.90 biweekly. This change could greatly improve the Department's ability and, even more importantly, retain qualified and experienced staff for these critical positions.

Around this DPO II position, ranges have been adjusted to better address compaction as well.

This allows for competitive salaries to be paid to the new Reentry Officers, a reasonable structure for advancement if they should choose to become probation officers in the future, and a reasonable salary for the highest paid RO's if they should choose to remain in that position long-term.

Below is a table showing the current and proposed salary ranges and steps.

		Current		Proposed	
		Range	Rate	Range	Rate
CPO	APPT DEPT	A-12	3,505.37		No change
ACPO	ASST DEPT	AA-12	2,684.71		2,889.62
SDPO	MMG SAFETY	47	2,215.10	50	2,384.17
DPO III	SEIU SAFETY	43	1,997.90	46	2,141.73
DPO II	SEIU SAFETY	41	1,908.19	43	1,997.90
DPO I	SEIU SAFETY	37	1,741.38	40	1,865.61

RO III	SEIU SAFETY			42	1,953.20
RO II	SEIU SAFETY			39	1,822.76
RO I	SEIU SAFETY			36	1,702.74

Prog Cor	SEIU	44	1954.18		
Prog Cor I	SEIU			44	1,954.18
Prog Cor II	SEIU			46	2,046.37

SSM	MMG	50	2,275.69		
Prob. SSM I	MMG			50	2,275.69
Prob SSM II	MMG			54	2,508.96

As you can see, in addition to the increase in salary to make the DPO positions relatively competitive, the compaction issues within the Department up to the ACPO position are being addressed in this proposal as well. The RO positions, due to the lower requirements for training and skill set, begin at a lower rate than the DPO but increase at a rate of 7.5% between each level in anticipation of increasing knowledge, skill, and experience as they continue their career with the Department and work with youth. One other factor to note is that the RO positions will no longer be at a 7.5% safety step but will be moved to the 10% safety salary schedule, in line with what the DPOs are being paid as a County peace officer.

The increase to the ACPO rate brings it within just over 21% of the CPO position which is acceptable in light of both the changes to the rates underneath that position and the goal of recruiting and retaining an assistant department head. There have also been minor changes made to the education and experience qualifications in the job description to align it with the restructure with best practice as identified by Administration and Human Resources.

The department currently has a single level Program Coordinator and a single level Staff Services Manager positions which do not offer any opportunity for advancement in grade. The restructure provides an opportunity to more closely match other like positions in the county and make these positions an I/II series. This will maintain some parity with the restructure of the sworn positions, offer opportunities for advancement, and align these positions with best practice as identified by Administration and Human Resources.

The respective represented groups have reviewed the proposed salary changes and the classification descriptions and have no concerns at this time.

ALTERNATIVES:

Not establish the Reentry Officer positions, other staff restructure, or the salary restructure and direct staff to explore other options.

FINANCING:

Due to the timing of planning for this proposal, the Department was able to incorporate the proposed salary schedule changes into the 23/24 FY budget which has been preliminarily approved. This includes the budget for the Reentry Officer I/II/III positions, and the addition of one (1) Supervising Deputy Probation Officer and one (1) Program Coordinator I/II positions.

OTHER AGENCY INVOLVEMENT:

County Administration
Human Resources

CHILDREN'S IMPACT STATEMENT:

This section meets the following outcome measures for children in Del Norte County:

- Children ready for and succeeding in school.
- Children and youth are healthy and preparing for adulthood.
- Families are safe, stable and nurturing.
- Communities are safe and provide a high quality of life.

ATTACHMENTS:

1. Reentry Officer (Probation)_I.II.III_8.2023
2. Probation Program Coordinator I.II_rev 7.2023
3. 230808 - Assistant Chief Probation Officer
4. Probation Services Manager I.II

5. 2023-08-08 Attachment A - Probation Reorganization

APPROVALS:

Lonnie Reyman, Chief Probation Officer
Kylie Goughnour , Clerk of the Board

Approved - 8/1/2023
Final Approval - 8/3/2023