



## Agenda Submittal

**Agenda #:** 5 **Status:** Approved  
**Type:** Resolution **Department:** Human Resources  
**File #:** 17-694 **Contact:** Marc Fox, 784-2552  
**Agenda date:** 9/26/2017 **Final action:** 9/26/2017  
**Title:** Adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to add the classification Deputy Director of Probation with an annual salary of \$99,909 - \$121,440

**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
9/26/2017	1	Board of Supervisors	Adopted	

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Human Resources recommends that the Board of Supervisors adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to add the classification Deputy Director of Probation with an annual salary of \$99,909 - \$121,440.

### **SUMMARY:**

The Solano County Probation Department protects the community through services provided to the courts, victims, and clients.

The Probation Department made the initial request to establish the class of Deputy Director of Probation, and the Board of Supervisors previously authorized one position, subject to the classification determination of the Human Resources Director. On August 15, 2017, notification was sent to the Law Enforcement Management Association (LEMA), Unit 17, informing the Association of the proposed to establish the classification, and inviting the Association to meet and confer over the classification and proposed salary. The Association did not respond, and therefore the County deems to have met its obligations under the Meyers-Millias Brown Act. The final step of the classification process is for the Board of Supervisors to set the salary.

### **FINANCIAL IMPACT:**

There is no fiscal impact in adopting the resolution as the recommended action is to set salary. The Board previously approved the staffing allocation and has budgeted for this position in the Probation Department's existing budget.

### **DISCUSSION:**

The class of Deputy Director of Probation is a single position classification, where the incumbent, under general administrative direction, plans, organizes and directs the operations of Probation Field Services of the

County Probation Department. This is a senior management class, with responsibility to coordinate staff development, services as a member of the department's management team, and represents the department on outside task forces and committees.

The proposed salary is \$99,909 per year (Step 1) through \$121,440 per year (Step 5). This salary is approximately ten percent (10%) higher than the Probation Services Manager, which is the classification supervised by the Deputy Director.

**ALTERNATIVES:**

The Board of Supervisors could elect to not amend the Alphabetical Listing of Classes and Salaries to add the classification Deputy Director of Probation at the recommended salary. However, this is not recommended as the Probation Department has requested this new classification and the Board of Supervisors previously approved adding one position.

**OTHER AGENCY INVOLVEMENT:**

Human Resources worked with the Probation Department in creating the class specification for the Deputy Director of Probation class. The Deputy Director of Probation classification is represented by LEMA, and on August 15, 2017, the Association's President was provided the proposed class specifications revisions for review.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION